

Sam Houston State University Human Resources

Staff Classification Description – Dean of College – College of Osteopathic Medicine

Skill Category: Executive/Administrative

Position (Employee) Class: 1M150 (E1)

Grade: NC

Date: 08/2023

Department: Division of Academic Affairs

Educational & Experience Requirement: Earned Doctor of Osteopathic Medicine (D.O.) with credentials that would warrant appointment at the academic rank of full professor with tenure required. Proven experience with a record of scholarly achievement that merits appointment as a full professor with tenure; prior experience as a faculty member at a college or university; demonstrated administrative academic experience and financial expertise; competent leadership, and the communication skills necessary to promote positive collaborations with academics, practitioners, public officials, and the student body. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Provides creative leadership of the faculty of the College in the pursuit of excellence in research, education and clinical care; and, is responsible for developing and directing the planning, policies, programs and operations governing the educational, clinical practice and research programs of the College.

Supervision Given & Received: Works under minimum direction. Reports to the Provost and the Sr. Vice President for Academic Affairs. Directly supervises support staff personnel.

Primary Responsibilities: Develops, articulates, and implements a coherent strategic plan for the College of Osteopathic Medicine (COM). Builds a governance, administrative and financial structure that will advance each component of the COM's overall mission and strategy. Develops, implements, and evaluates degree curricula and other instructional programs in conjunction with college curricular committees. Nurtures the new COM through the accreditation process. Ensures that the COM remains financially strong and operates in compliance with all applicable federal, state and university laws and regulations. Supervises the use of effective internal controls that preserve the integrity and reputation of the institution. Recruits/supports a strong leadership team of associate deans and chairpersons to unite and inspire a highly effective college that is committed to achieving its vision and strategic plan. Recommends faculty promotions, retentions, dismissals, and salaries after consultation with appropriate committees and chairpersons. Continues medical education and maintenance of certification in the respective area of specialization. Fosters a clinical enterprise characterized by quality, safety, evidence-based and patient-centered medicine. Develops a strong philanthropic base to support and endow the programs within the COM. Promotes and enhances faculty, staff and students in the process of education, conduct of research, and provision of patient care services. Represents the college to all other intra-university academic and non-academic administrative areas. Promotes and encourages an understanding of the college and its purposes and objectives for the academic community. Supervises student matters including recruitment, admissions, registration, academic progress and status, graduation, appeals and grievances. Performs other related duties as assigned.

Other Specifications: Progressive success and demonstrated skill in an academic medical or health center that values all aspects of the tri-partite mission of research, education and clinical care equally and leverages synergies between them. Significant senior leadership experience with a track record of transformative change and collaborative advancement. Experience in setting and articulating an academic vision, setting and executing a strategy, directing recruitment, overseeing finances and budgeting, and leading/valuing philanthropy would be desirable. Excellent academic accomplishments and credentials. The experience and reputation necessary to ensure the continuation and enhancement of the research, educational and clinical missions of Sam Houston State University. Demonstrated managerial and business acumen with the ability to motivate and mentor a senior leadership team and provide the necessary guidance and direction to achieve strategic goals. Significant profit and loss responsibility and management of a large professional staff would be desirable. A recognized leader in medical student, resident and graduate student education. Demonstrated commitment to and success in faculty mentorship and development including department chairs, associate deans, and senior administrative staff. An understanding of the complex financial pressures facing Medical Schools and academic healthcare delivery organizations, as well as how to drive operational efficiency is necessary. Specific understanding of the potential impact of health care reform on the mission of academic medicine is highly valued. Similarly, an understanding of the unique pressures of the current research funding environment is essential. An established ability to function effectively and comfortably in a complex matrixed environment with multiple lines of authority and responsibility. Must demonstrate the principals of "servant" leadership and be transparent, cooperative and collaborative.

This position may be designated as a Campus Security Authority (CSA).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. All positions at Sam Houston State University are considered security sensitive requiring background checks in accordance with education code 51.215, and drug testing as required by D.O.T. for safety sensitive positions. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.