

Associate Dean for Academic Affairs

Position Summary

The Jefferson College of Population Health at Thomas Jefferson University (Philadelphia, PA) has launched a national search to recruit an accomplished academic administrator to serve as its next Associate Dean for Academic Affairs. Reporting to the Dean of the College and serving as a member of the College's senior leadership team, the Associate Dean for Academic Affairs has primary administrative responsibility over all academic functions of the College, including faculty, student, and alumni affairs; recruitment and enrollment management; program and curricular matters; and academic policies and procedures.

About the Position

The next Associate Dean for Academic Affairs will be a member of the College's senior leadership team and will have the opportunity to innovate across the Jefferson enterprise and advance population health for society through the College's premier educational offerings, research, and thought leadership. The role includes the establishment of additional educational programs, new workforce development initiatives across Jefferson Health and other clinical partners, and new academic-practice partnerships in the Philadelphia region.

Primary Responsibilities

- Provide administrative oversight of the development, implementation, and evaluation of academic programs in partnership with program directors and faculty.
- Liaise with applicable College and University shared governance committees on matters pertaining to academic, curricular, student, and faculty affairs.
- Lead enrollment management activities, including recruitment, marketing, admissions, and retention.
- Oversee faculty recruitment, hiring, development, and performance evaluation in consultation with program directors.
- Develop and direct alumni activities and engagement.
- Support the College's diversity, equity, and inclusion efforts and oversee the implementation of applicable administrative changes.
- Serve as primary authority over all academic policies, and procedures.
- Represent the College at all academic events and activities.

Additional Duties

- Assess financial performance of academic programs in consultation program directors and Director of Finance.
- Serve on applicable College-level shared governance committees to ensure proper implementation of policies and procedures, provide guidance, resolve disputes, and ensure effective and efficient operations.
- Provide guidance to Program Directors on academic program management.
- Assign faculty workload in consultation with Program Directors.
- Oversee administrative aspects of faculty appointment, promotion, tenure, and performance evaluation.
- As a senior member of the faculty, provide academic and research mentoring support to faculty, staff, and students.
- Promote collaboration between the College and the enterprise, including providers and staff in Jefferson Health.
- Other duties, as assigned.

Reporting Structure

The College employs a matrixed reporting environment. In general, the faculty's activities are coordinated and supervised by applicable program directors, and the staff's activities are coordinated and supervised by faculty and staff administrators; however, all faculty and staff have ultimate reporting responsibility to the College Dean. The Associate Dean for Academic Affairs has primary administrative responsibility over all academic functions, including faculty affairs, student and alumni affairs, curricular matters, academic policies and procedures, and related activities. As such, the Associate Dean for Academic Affairs will collaborate with College and University personnel to perform assigned tasks and exert administrative leadership, when needed.

Key relationships include:

College

- College Dean
- Associate Dean for Research
- Associate Dean for Strategic Initiatives
- Academic Program Directors
- Director of Finance
- Director of Administration
- Director of Online Learning
- Full-time Faculty
- Adjunct Faculty
- Professional Staff

University

- Assistant & Associate Provosts for Faculty Affairs, Student Affairs, and Enrollment Management
 - Leadership in Marketing/PR and Office of Institutional Advancement
 - Leadership in the Registrar's Office, Office of Financial Aid, Office of International Affairs, and Student Account Office
- Chairs and Assistant/Associate Deans of Academic Affairs in other departments, colleges, and schools

The Associate Dean for Academic Affairs will have primary administrative oversight of the College's Office of Academic Affairs, which includes several staff members. The organizational chart is available upon request.

Qualifications

- Earned terminal degree in a field related to the College's academic areas.
- At least five years of senior academic management experience at a college or university of comparable size and complexity as a program director, department chair, assistant/associate dean, or similar role.
- Record of teaching, research, and service activities commensurate with an appointment at the rank of Associate Professor or Professor in the College.
- Extensive knowledge of accreditation standards and academic regulations, policies, and operations in higher education.
- Demonstrated experience overseeing, managing, and mentoring staff, junior faculty, and senior-level leaders.
- Record of translating strategic plans into day-to-day operations management and achieving business and financial targets.
- History of successful collaboration and consensus-building with diverse stakeholders on research, service, and/or administrative activities.
- Evidence of building diverse, high-performing teams.

Leadership Attributes

The successful candidate must be a mission-focused, seasoned, strategic, and team-oriented leader with experience in adopting and integrating innovative academic initiatives, leading a faculty organization, administrative and curricular oversight, and oversight of faculty development and administration. They must also have the skills, sensitivity, and ability to implement strategic plans in a complex organization and translate the large-scale strategy into day-to-day operations management to provide superior leadership to the College and University communities.

Successful candidates will possess the following leadership characteristics:

- *Making Complex Decisions:* Can solve the toughest and most complex problems; great at gleaning meaning from whatever data is available; is a quick study of the new and different; adds personal wisdom and experience to come to the best conclusion and solution, given the situation; and uses multiple problem-solving tools and techniques.
- *Getting Organized:* Is well organized, resourceful, and planful; effective and efficient at marshalling multiple resources to get things done; lays out tasks in sufficient detail to mark the trail; able to get things done with less and in less time; can work on multiple tasks at once without losing track; and foresees and plans around obstacles.
- *Managing Work Processes:* Is an effective designer of processes, workflows, and systems; adept at identifying appropriate measures to track progress; can quickly diagnose and fix a workflow problem; and is always looking for opportunities for improvement.
- *Focusing on Action and Outcomes:* Attacks everything with drive and energy with an eye on the bottom line; not afraid to initiate action before all the facts are known; drives to finish everything they start; and gets things done.
- *Exhibiting Strong Financial Acumen:* Understands the complex financial issues facing higher education and departments/colleges, including the need to align resources with expenditures; is able to objectively assess costs and benefits of decisions and selects the most efficient means of accomplishing priorities; and can effectively communicate resource allocation decisions.
- *Being Organizationally Savvy:* Maneuvers well to get things done; curious and willing to try new things, with confidence in their ability to successfully navigate unfamiliar territory; knows where to go to get what they need; politically aware and agile; knows the right thing to do; and presents views and arguments well.
- *Communicating Effectively:* Writes and presents effectively; adjusts to fit the audience and the message; strongly, yet tactfully gets a message across.
- *Managing Diverse Relationships:* Attracts and relates well to a wide variety of diverse styles, types, and backgrounds; open to differences; effective managing up, down, sideways, inside, and outside; builds diverse and productive networks; quick to find common ground; treats everyone fairly and equitably; and treats everyone as a preferred customer.
- *Inspiring Others:* Is skilled at getting individuals, teams, and an entire organization to perform at a higher level and to embrace change; negotiates skillfully to achieve a fair outcome or promote a common cause; communicates a compelling vision and is committed to what needs to be done; understands what motivates and inspires others; and builds high-performing teams.
- *Demonstrating Personal Flexibility:* Open to lifelong, continuous personal improvement; aware of self and impact on others; responsive to feedback; is very flexible; can act in ways that seem contradictory and is adaptable to demand characteristics of different situations; is able to adjust workflow to accommodate changing priorities.

Our Culture

With more than 42,700 employees across the enterprise, what sets Jefferson apart from other comprehensive national research universities and academic health centers, is the undeniable culture created by our employees that fosters a family environment. Many employees have been working for Jefferson for over 10 years, 20 years, and even a few over 40 years. Why? They'll all tell you the same thing. It's a family. It's our family atmosphere that defines the standard for compassionate care we deliver to our patients and the education we provide to our students.

Jefferson aspires to create a diverse and inclusive environment, knowing that the creative energy and innovative insights that result from diversity are vital for the intellectual rigor and social fabric of the organization and is requisite for a highly effective healthcare workforce of the future. As a scholarly community, Jefferson welcomes people of all racial, ethnic, cultural, socio-economic, national, and international backgrounds, diversity of thought, pedagogy, religion, age, sexual orientation, gender/gender identity, political affiliation, and disability.

Jefferson is committed to creating an environment that embraces backgrounds and cultures from across the globe. We all bring something unique to the work environment, and by celebrating our differences, we accelerate innovation. At Jefferson, we believe we all have something to learn from each other. And by valuing our diversity, we grow stronger together as a preeminent forward-thinking organization.

Jefferson's values define who we are as an organization, what we stand for, and how we continue the work of helping others that began here nearly two centuries ago.

These values are:



Put People First

Service-Minded | Respectful | Embraces Diversity



Be Bold & Think Differently

Innovative | Courageous | Solution-Oriented



Do the Right Thing

Safety-Focused | Integrity | Accountability

The next Associate Dean for Academic Affairs will not only embody these values, they will model behaviors that promote these values to other faculty, staff, students, alumni, partners, and the communities we serve.

Critical Success Factors

Key critical success factors for the Associate Dean for Academic Affairs includes:

First Year

- Establish productive, collegial relationships with key personnel in the College and University.
- Develop academic dashboard containing Key Performance Indicators, such as credit hour production, enrollment efficiency, headcount, attrition and graduation rates, diversity, course satisfaction, application pipeline, and financial performance.
- Finalize approvals and prepare the launch of the Bachelor of Science in Population Health and Master of Health Administration programs.
- Finalize faculty development and mentoring policies and procedures.

On-Going

- Establish and achieve growth-oriented enrollment targets for each program in consultation with the Office of Enrollment Management.
- Host faculty development activities to increase teaching effectiveness in partnership with the Office of Faculty Affairs.
- Manage expenditures to meet financial targets of academic programs.

More Information & How To Apply

Compensation & Benefits

Thomas Jefferson University offers a total rewards package to meet the needs of its employees and their families. Salary packages are commensurate with the skills and experience of the selected candidate. Benefits include medical, vision, and dental coverage; paid time off; retirement contributions; tuition assistance; wellness programs; and numerous discounts and perks. Reimbursement for relocation expenses is available.

For more information about compensation and benefits, please visit: <https://hr.jefferson.edu/benefits-compensation.html>

Commitment to Diversity

As an employer, Jefferson maintains a commitment to provide equal access to employment. Jefferson values diversity and encourages applications from women, members of minority groups, LGBTQ individuals, disabled individuals, and veterans.

How To Apply

Confidential inquiries, nominations, and expressions of interest should be sent to the College Dean, Dr. Billy Oglesby at Billy.Oglesby@Jefferson.edu or 215-955-6648.