



Idaho College of Osteopathic Medicine

POSITION PROFILE

**Associate Dean of Academic Affairs**

February 2023





## ABOUT IDAHO COLLEGE OF OSTEOPATHIC MEDICINE

*Proudly serving Idaho and beyond as Idaho's first medical school.*

The mission of Idaho College of Osteopathic Medicine (ICOM) is to train caring and competent osteopathic physicians. ICOM was established in 2016 to address the acute and growing shortage of physicians, not only in Idaho and the rural Mountain West, but across the country. Situated on the campus of Idaho State University's (ISU) Meridian Health Science Center in Meridian, Idaho, ICOM partners with ISU's programs in the health sciences through a Master Collaborative Affiliation Agreement that enables the respective roles and strengths of both institutions to collaborate in a number of ways including research, scholarships, and concurrent degree program (DO-MHA, DO-MPH, DO-MSHI). As such, the College has attracted a well-qualified faculty and student body and it provides the rich array of resources and services that are necessary to effectively train physicians for 21st Century medicine.

The United States is expected to face a shortage of physicians in the coming decade, most prominently in rural areas. Idaho, in particular, ranks 50th in the nation for the total number of physicians per capita and 45th for the number of primary care physicians per capita. The College anticipates exciting growth over the coming years due to its focus on high-quality academic and clinical clerkship experience, and facilitating student placement into ACGME-accredited, post-graduate residency programs.

ICOM was awarded full accreditation through COCA (Commission on Osteopathic College Accreditation) on its first application indicating that the College has met or exceeded national standards for educational quality, a testament to the strength and capacity of the leadership, faculty, staff & students. The College made history on May 13, 2022, as the inaugural class officially became physicians – the first ICOM-trained medical doctors and the first osteopath physicians educated in Idaho. Each of the 145 physicians in ICOM's inaugural class secured a position in a graduate medical education program, also known as residency.

All of ICOM's student classes have had above-average composite medical board (MCAT) scores and highly competitive undergraduate grade point averages. ICOM's student body consists of approximately 600 students who originate from 47 states with approximately 35% coming from ICOM's 5-state target region including Idaho, Montana, North Dakota, South Dakota, and Wyoming. View the strategic plan at: <https://www.idahocom.org/about/strategic-plan/>



## THE POSITION

### Associate Dean of Academic Affairs

The Associate Dean of Academic Affairs (ADAA) is responsible for the implementation and coordination of all academic functions within ICOM and promotes and fosters an effective learning environment that supports academic excellence. The ADAA provides curricular oversight, reviews student performance, and guides the academic support functions of the College. While this individual is focused on years 1 and 2 of the Doctor of Osteopathic Medicine curriculum, job responsibilities include ensuring that integration of biomedical and clinical sciences occurs across all four years of the curriculum. The ADAA works in collaboration with the Senior Associate Dean for Learner Outcomes and Assessment; Associate Dean for Clinical Affairs; Associate Dean for Educational Development, Innovation and Diversity; and Assistant Dean of Osteopathic Integration to monitor the effectiveness of existing programs, technology, and services.

#### Specific Responsibilities:

- Analyze performance data for trends to prepare necessary changes in the curriculum and to prepare for successful performance on COMLEX-USA and clinical rotations.
- Supervise the Director of Library Services, Director of Academic Operational Systems, Educational Course Coordinators, Academic Affairs and Foundational Sciences Coordinator, as well as all Chairs and Faculty in Anatomy, Pathology, Physiology, Biochemistry, Microbiology/Immunology, and Pharmacology.
- Monitor student progression primarily through years 1 and 2, specifically through chairing the Student Success Committee, student academic tracking and counseling, and monitoring students and their schedules on Leaves of Absence.
- Participate in the development and monitoring of the strategic plan.
- Serve as a resource to basic and clinical sciences faculty for any and all concerns related to the delivery of the curriculum, including working with Course Directors and faculty to plan courses in years 1 & 2.
- Support the faculty hiring process and the promotion in rank process; monitor faculty workload and prepare Faculty Adequacy Model; serve as a resource to faculty advisors; support the ongoing professional development of faculty to improve instruction across the curriculum.
- Report student enrollment, credit hours, and curricular assessment data as requested for BoT meetings, Idaho State Board of Education annual reregistration, AACOM annual survey, COCA annual supplemental report, COCA progress report, and COCA self-studies.

- Attend, participate, collaborate, and present at local, regional, and national meetings that are osteopathic and/or educational in focus to promote best practices in osteopathic medical education.
- Conduct educational research and present findings at national meetings and/or in published manuscripts.
- Seek collaboration with like-minded educators at other academic institutions to promote best practices in osteopathic medical education.
- Prepare the department's budget annually, and provide oversight for course and supervising department budgets.
- Review and update the Faculty Handbook, policies, procedures, and manuals.
- Provide meaningful feedback in the annual performance evaluation process.
- Participate in Dean's Leadership Council and Academic Leadership Council meetings.
- Serve in *ex officio* capacity on ICOM committees; other duties as assigned by the Dean.

### Qualifications:

- Doctoral degree required. Preference will be given to candidates with prior administrative leadership experience in an osteopathic college.
- Demonstrated experience developing, monitoring, and evaluating policies, procedures, and workflows.
- Experience developing and managing budgets.
- Experienced knowledge base in medical education learner outcomes.
- Familiarity with AOA COCA requirements.

### Skills & Abilities:

- Demonstrated "strengths-based" leadership experience with a willingness to be hands-on as needed.
- Experience with assessment and enhancement of curriculum and delivery.
- Interpersonal and managerial skills to contribute to the growth and development of faculty.
- Evidence of the ability to build strong relationships. Willingness to listen first.
- Interest in maintaining an active, approachable presence on campus.
- A team player who values respect, collaboration, transparency, and team cohesion.
- Ability to present ICOM in an appropriate and positive fashion in public meetings, testimony, and public appearances.
- Superior oral and written communication skills.

### Why Consider the Opportunity:

- **Mission critical.** You will serve a growing, mission-driven institution that is meeting the critical need for doctors in rural mountain West.
- **Growth.** As ICOM continues to grow, the ADAA will be involved in the planning and preparation to meet the goals set by the Board.
- **Impact.** The ADAA will work with a faculty that is eager to be led and mentored in a way that enhances curriculum, delivery, innovation, and student performance.
- **Superb facilities.** ICOM has a beautiful campus that boasts exceptional, cutting-edge facilities.
- **Quality of life.** Idaho boasts a high quality of work life. Idaho is an outdoor enthusiast's paradise. People fall in love with the incredible weather and easy access to nature.
- **Culture.** Join a campus culture that is warm, nurturing, enthusiastic, and completely invested in student success.





## PROCEDURE FOR CANDIDACY

Confidential review of applications will begin immediately and continue until the position is filled; parties who apply by **March 26, 2023** will be given first consideration. Please submit your CV and a cover letter outlining your interest in and suitability for this position.

To apply online, go to <https://theapplicantmanager.com/jobs?pos=su350>

**For more information or to offer recommendations or nominations:**

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## ABOUT MERIDIAN, IDAHO

Outdoor attractions coupled with abundant cultural and recreational options, make ICOM's location in Meridian, Idaho, ideal for those who want to enjoy the opportunities of living in one of the fastest-growing cities in the United States. Meridian is the third-largest city in Idaho after Boise and Nampa, and people are relocating to take advantage of its great job market, family-friendly environment, low crime rates as well as the variety of activities and places to see and eat.

"Money" magazine listed Meridian in the top [\*10 Best Places to Live in the U.S.\*](#) in 2019. The location of Meridian is one of the greatest things about this beautiful city. Meridian is nestled in the Treasure Valley of Southwest Idaho. The city is surrounded by agricultural lands to the west and mountains to the Northeast which makes it a scenic place for many families to call home. The city is less than 20 minutes from the capital city of the state, Boise. Meridian is also close to the city of Nampa, which is a significant hub for economic activities around the area.

All four seasons can be enjoyed from spring to summer, fall, and winter, where residents experience fairly pleasant temperatures for each. Snow and rainfall are typically light which means families can spend a lot of time outdoors regardless of the temperature. Typical activities during warm weather include hiking, fishing, swimming, horseback riding, and biking. During the cold weather, some of the key activities in Meridian include skiing, ice fishing, hunting, elk feeding, and snowboarding, etc. Click here to see a list of things to do in [Treasure Valley](#).

***To learn more about Meridian:***

Meridian Chamber of Commerce: <https://meridianchamber.org/>

Visit Southwest Idaho: <https://www.visitsouthwestidaho.org/things-to-do-in-meridian/>

Visit Idaho: <https://visitidaho.org/>