



# HARVARD MEDICAL SCHOOL

## Associate Dean for Assessment and Evaluation MD Program

Reporting to the Senior Associate Dean for Medical Education, the Associate Dean for Assessment and Evaluation (ADAE) has direct responsibility for all aspects of student assessment and program evaluation for the entire HMS MD program. The ADAE will partner closely with educational leaders across the HMS curriculum including course, clerkship, theme and PCE directors and EPCC phase sub-committee chairs to ensure that assessment of students' competency and professional development aligns with the overall goals of the MD curriculum and meets the six MD Program Objectives and related Competencies. The ADAE is also responsible for the ongoing evaluation of the MD curricular program as a whole, ensuring continuous quality improvement (CQI) of all courses, clerkships, themes, tracks and phases.

The successful candidate will possess an exemplary track record of medical education leadership, expertise in assessment and evaluation methods, and an understanding of the MD curriculum, including emerging challenges and innovative opportunities in student assessment and program evaluation in the undergraduate medical education context. The Associate Dean for Assessment and Evaluation must be an experienced and committed leader, manager, teacher, role model, communicator and collaborator who furthers HMS's mission and commitment to excellence in medical education.

Working in close collaboration with the Associate Deans for Curriculum and for Faculty Development in Medical Education, as well as the Director of HST, specific roles and responsibilities include (but are not limited to) the following:

- Oversight of and direct responsibility for all aspects of student assessment across the HMS MD curriculum including the three phases (Preclerkship, PCE and Post-PCE) and two tracts (Pathways and HST);
- Oversight of and direct responsibility for all aspects of program evaluation across the HMS MD curriculum, including annual and comprehensive course reviews and periodic phase and 4-year curriculum reviews; including identification of areas for continuous quality improvement, in partnership with the Associate Dean for Curriculum; student evaluation of faculty; and alignment of appropriate evaluation methods and tools for courses, clerkships, themes and phases;
- Enforce educational policies related to assessment that are in place and consider new and updated policies in collaboration with the EPCC and Registrar's Office, including routine update of the Student Handbook sections related to assessment and associated policies;
- Support and work collaboratively with the Undergraduate Medical Education Associate Deans at BCH, BIDMC, BWH, CHA and MGH to ensure clinical assessments are aligned across sites and across phases;
- Support and work collaboratively with the EPCC Pathways Preclerkship, HST MD Curriculum, PCE, post-PCE and Antiracism subcommittee chairs;
- Ensure adequate resources and budgetary needs for the curriculum are met, in partnership with the Associate Dean for Medical Education Planning and Administration and the Director of Finance and Administration;
- Advise about approaches to assessment in the development of major curricular innovations, including PCE redesign, the revised Pathways Preclerkship academic calendar and curriculum, and HST curriculum reform, and plan strategies for evaluating changes;

- Ensure assessment methods, evaluation practices and associated policies are in compliance with relevant LCME standards and elements, and work collaboratively with the HMS Office of Institutional Policy and Planning;
- Ensure student assessment methods and innovation support and reflect equity in assessment and aligns with and supports anti-racism efforts and principles in collaboration with the EPCC Antiracism subcommittee;
- Continuously monitor and evaluate the learning environment in collaboration with the Associate Dean for Curriculum and the Learning Environment Committee;
- Chair the EPCC Assessment Subcommittee and PROGRESS Professional Development Committee, and serve on other relevant MD program committees.

**Qualifications & Attributes:**

- M.D. degree and an active member of the HMS faculty holding the academic title of Assistant Professor; Associate Professor or Professor with broad HMS experience preferred;
- 7-10 yrs. Undergraduate Medical Education (UME) experience; at least 5 years of active UME experience at HMS;
- Experience and expertise in methods and analysis of assessment and program evaluation and CQI;
- Leadership experience in UME assessment and evaluation preferred;
- Familiarity with all phases of the MD curriculum (Preclerkship, PCE and Post-PCE), medical education environment, and large infrastructure at HMS;
- Excellent communication skills, and collaborative, inclusive and team approach;
- Contributions to medical education scholarship and continuing professional development and academic advancement (e.g., attend relevant medical education meetings, Medical Education Grand Rounds, etc.);
- Able to dedicate 50% of full-time status to Associate Dean position.

**Length of Service:**

- 4-year renewable term
- Position reviewed annually by Senior Associate Dean for Medical Education

**Compensation:**

- 50% FTE based on the uniform faculty teaching compensation model