



HARVARD MEDICAL SCHOOL

Associate Dean for Curriculum MD Program

Reporting to the Senior Associate Dean for Medical Education, the Associate Dean for Curriculum (ADC) has responsibility for overseeing the entire HMS MD curriculum, including the Preclerkship, Principal Clinical Experience (PCE) and Post-PCE phases. The ADC will partner closely with educational leaders across the HMS curriculum including course, clerkship, theme and PCE directors and EPCC phase Subcommittees to continually improve the quality of all courses, clerkships and educational experiences with the ultimate goal of ensuring educational alignment and effectiveness of the curriculum toward meeting the six MD Program Objectives and associated Competencies.

The ADC will have an exemplary track record of medical education leadership and a proven understanding of the HMS curriculum, as well as knowledge of pedagogy and emerging challenges and innovative pedagogical approaches and curriculum design in undergraduate medical education. The Associate Dean for Curriculum 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 Faculty Development in Medical Education and for Assessment and Evaluation, as well as the Director of HST, specific roles and responsibilities include (but are not limited to) the following:

- Oversight and direct responsibility of the entirety of the HMS MD curriculum, including the Preclerkship, PCE and Post-PCE phases and two tracts (Pathways and HST);
- Support and enforcement of existing educational policies related to the curriculum, as well as consideration of new policies and policy updates;
- Support and collaboration with the Undergraduate Medical Education (UME) Associate Deans at BCH, BIDMC, BWH, CHA and MGH to ensure alignment of the clinical curriculum across sites and across phases – especially between the Preclerkship and PCE phases;
- Support and work collaboratively with the EPCC Pathways Preclerkship, HST MD Curriculum, PCE, Post-PCE, and Antiracism subcommittee chairs, ensuring coordination, communication and accountability for MD program-wide curricular objectives and policies;
- 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;
- Provide leadership in support of current major curricular innovations, including PCE redesign, revisions of the Pathways preclerkship academic calendar and curriculum, and HST curriculum reform;
- Ensure curriculum and associated policies are in compliance with relevant LCME standards and elements, working collaboratively with the HMS Office of Institutional Policy and Planning;
- Coordinate curricular efforts and innovations that support educational equity, ensuring the curriculum (pedagogy, materials, faculty) aligns with and supports anti-racism efforts and principles in collaboration with the EPCC Antiracism subcommittee and associated curricular leaders;

- In collaboration with the Learning Environment Committee, continuously monitor and improve the educational learning environment in partnership with educational leaders across the UME and GME continuum;
- Serve on MD program committees (as voting or *ex-officio* member) relevant to responsibilities listed above, including the EPCC and each of its subcommittees.

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. teaching experience; at least 5 years of active teaching experience at HMS;
- Experience and expertise in curriculum development and pedagogy;
- Curriculum leadership experience as a course, clerkship or phase leader;
- 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