

Assistant Dean of Medical Curriculum, Office of Medical  
Education  
University at Buffalo, The State University of New York

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Downloaded On: Jun. 2, 2025 1:38pm

Posted Nov. 13, 2024, set to expire Aug. 4, 2025

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| <b>Job Title</b>            | Assistant Dean of Medical Curriculum, Office of Medical Education   |
| <b>Department</b>           | Jacobs School of Medicine and Biomedical Sciences   |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Nov. 13, 2024   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Associate/Assistant Dean  |
| <b>Academic Field(s)</b>    | Medicine - General  |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/54079">https://www.ubjobs.buffalo.edu/postings/54079</a> |

**Apply By Email**

**Job Description**

The **Assistant Dean of Medical Curriculum** will work with the Associate Deans for Curriculum to develop, integrate, implement, and review curricular content and assessments across the curriculum to ensure that we are meeting the medical education program objectives of the Jacobs School of Medicine and Biomedical Sciences MD curriculum. The Assistant Dean will also work closely with students, semester and course directors, pillar and thread leaders, the Office of Accreditation and Quality Improvement, the Medical Education and Educational Research Institute (MEERI), the Associate Director of Curriculum and Assessment and the Executive Director of the Offices of Medical Education. The Assistant Dean will be supported by Curriculum Office administrators.

*This position could range from a part-time to full-time position (negotiable) with the remaining work effort within an academic department.*

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Specific responsibilities will be determined based on the experience and expertise of the candidate, but may include any of the following responsibilities:

- Assist in the development, implementation, evaluation and continuous quality improvement of Phase 1 Courses
- Assist Thread Leaders and other faculty to ensure curricular threads are being incorporated and assessed across the curriculum
- Assist in the review of faculty teaching evaluations and make recommendations to the Offices of Medical Education leadership for quality improvement opportunities and faculty development
- Participate on the Curriculum Evaluation Sub-Committee including development of schedule for course review, selection of committee members, identification of data for review, contribute to the evaluation process and review of findings, meet with the course directors, assist in the design of an action plan for improvement and oversee its implementation
- Participate in the overall evaluation of the curriculum and evaluation of courses
- Provide faculty development on instructional techniques in collaboration with the Medical Education and Educational Research Institute (MEERI) and Associate Director of Curriculum and Instructional Design
- Participate in preparation for LCME accreditation site visit including involvement in continuous quality improvement projects, contributing to self-study working groups, and preparation of reports
- Contribute to educational resource planning for students and faculty including participation in decisions on purchase of educational programs and supplies for faculty and students
- Become proficient at the use of educational resources that are available to students and faculty (e.g., Scholar Rx programs and Aquifer) and help faculty better utilize these resources
- Serve on committees and subcommittees related to medical curriculum as requested.

### **Outstanding Benefits Package**

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department, and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach

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others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

### **Contact**

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