Specific Responsibilities
Associate Dean, MD/MPH Program
The University of Texas Health Science Center at San Antonio
School of Medicine
University of Texas School of Public Health
(UTHSCSA SOM/UTSPH)

Leadership, Scholarly Activity and Programmatic Representation
- Provide vision and oversight for both short and long term program direction, in conjunction with leadership from MD and MPH program
- Remain abreast of relevant educational innovations/trends/practices
- Stimulate and facilitate leadership around curricular innovations
- Promote a variety of inter-institutional exchanges including shared teaching, collaborative, research, and faculty enrichment
- Represent the dual degree program, in ex-officio capacity, at meetings of the School of Medicine Curriculum Committee and Student Promotions Committee, when relevant agendas require
- Represent the MD/MPH program in relevant regional and national forums

Recruitment and Admissions
- Develop and execute program promotion/recruitment strategies in conjunction with each program’s admissions personnel
- Facilitate the admissions process for acceptance to each degree program
- Set/maintain standards for concurrent admission to the dual degree program
- Coordinate the admissions process to the dual degree program

Curriculum
- Understand respective curricula and design innovative pathway/strategies to organize the integrations benefit of concurrent enrollment to student learning that promotes knowledge in the fields of medicine and public health for dual degree acceptance
- Ensure that policies for the dual degree program retain the academic integrity of both degrees

Student Engagement
- Develop plans for regular meetings with students

Student Progression and Promotion
- Create and maintain policies and procedures specific to student progression and promotion in the joint program
- Administer policies and procedures for progression and promotion as set forth by UTSOM and UTSPH
- Design and maintain a system for tracking student progression and promotion in both MD and MPH programs
Coordination with UTSOM and UTSPH

- Serve as liaison between the educational leadership of each degree program
- Establish and maintain regular meetings with Student Affairs leadership for both institutions
- Establish and maintain annual or bi-annual coordinating meetings inclusive of joint program authorities
- Anticipate and respond to changes in the respective institutions to ensure program integrity and need for adjustments
- Initiate, guide, and document problem-solving communication at the interface of the dual degrees
- Establish strong working relationships with educational leadership in both MD and MPH programs

Continuous Programmatic Evaluation

- Design and maintain systematic program evaluation for rigor and excellence, including post-graduate data collection and analysis
- Coordinate the design of degree tracks and curricula to correspond with program emphasis
- Respond to program evaluation via continuous program recommendations for improvement, in conjunction with designated educational leadership from both MD and MPH programs

Student Outcomes Assessment

- Design a plan, including data points for analysis, to track individual student trajectory post-graduation

Administration/Accreditation

- Manage MD/MPH office and personnel
- Manage MD/MPH budget and resources
- Prepare reports for various constituencies, as needed
- Ensure adherence to applicable accreditation standards
- Assist in accreditation-related monitoring and documentation