

# **ASSOCIATE DEAN OF EDUCATIONAL AFFAIRS**

## **Key Roles and Responsibilities**

- Oversees the daily operations of the Undergraduate Medical Education (UME) curriculum liaising closely with Assistant Deans of Clerkship and Pre-Clerkship, administrative staff, faculty, and leadership to ensure timely and cohesive delivery of the curriculum.
- Assists in the design, delivery, and management of the UME curriculum in alignment with LCME standards.
- Works closely with faculty and curriculum leadership team to create, implement and assess curricular innovations.
- Oversees all aspects related to the evaluation of the curriculum, including student, faculty, and resident evaluations.
- Oversees clerkship and pre-clerkship module development and review.
- Oversees the day-to-day operations of the Office of Educational Affairs