

Associate Dean for Clinical Affairs
Medical University of South Carolina

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Job Title	Associate Dean for Clinical Affairs
Department	James B. Edward's College of Dental Medicine http://academicdepartments.musc.edu/dentistry/
Institution	Medical University of South Carolina Charleston, South Carolina
Date Posted	Jan. 2, 2018
Application Deadline	Feb. 28, 2018
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Dentistry - General
Job Website	http://careers.pageuppeople.com/756/cw/en-us/job/504139/univ-associate-dean-for-clinical-affairs
Apply Online Here	http://careers.pageuppeople.com/756/cw/en-us/job/504139/univ-associate-dean-for-clinical-affairs
Apply By Email	
Job Description	

Associate Dean for Clinical Affairs
Medical University of South Carolina - James B. Edward's College of Dental Medicine

The Medical University of South Carolina College of Dental Medicine is seeking an Associate Dean of Clinical Affairs (ADCA). This position qualifies as a senior academic and administrative officer and has substantial independence. The ADCA provides strategic leadership, oversight, and guides the College in the operational aspects of the clinical programs of the College. The ADCA is responsible for the clinical education, operational policies, and comprehensive patient care programs in the predoctoral and graduate specialty areas of the college. Academic rank and salary will be commensurate with



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qualifications and experience.

The Associate Dean for Clinical Affairs carries out the following essential job functions:

- Demonstrates an innovative and entrepreneurial ability to improve clinical operational efficiencies while balancing academic excellence with the financial needs of the clinic enterprise.
- Provides leadership and effectively works with multiple teams to identify clinical improvement opportunities.
- Demonstrates and advocates for clinical excellence throughout the college.
- Develops and optimizes regional student educational and faculty outreach initiatives and partnerships in accordance with both the MUSC and College strategic plan.
- Builds consensus in the academic setting through outstanding interpersonal, verbal, and written communications.
- Oversees the College of Dental Medicine patient advocacy program, interacting with faculty, staff, residents, students, the billing office, and patient care coordinators.
- Monitors student progress and achievement within clinics and coordinates the clinical licensure process for students.
- Chairs the Clinical Affairs Committee and assures that all HIPPA and clinical/billing compliance regulations are met and exceeded.
- Carries out teaching and committee assignments as appropriate.

Minimum Qualifications:

- Applicants must possess a DDS/DMD degree (or equivalent) and be eligible for licensure in South Carolina.

Applications will be reviewed on a rolling basis with the initial reviews for interview starting February 28th, 2018.

Interested applicants should send a cover letter with brief intent statement, date of availability, curriculum vitae and their references to:

Shelley Garvin
Medical University of South Carolina
James B. Edwards College of Dental Medicine
Dean's Office
173 Ashley Avenue, MSC 507
Charleston, SC 29425
garvins@musc.edu

Ph: (843) 792-3184

Fax: (843) 792-1376

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EEO/AA Policy

Policy Statement
Medical University of South Carolina
Commitment to Equal Employment Opportunity

It has been, and will continue to be, the policy of the Medical University of South Carolina (MUSC) to recruit, hire, train, and promote into all job levels the most qualified persons without regard to race, color, religion, sex, age, national origin, disability, veteran status, genetic information, sexual orientation or gender identity except where sex is a bona fide occupational qualification. All employment and promotional decisions are based upon job-related requirements, and must comply with the principles of equal employment opportunity.

Similarly, all related personnel matters such as compensation, benefits, transfers, reassignments, layoffs, returns from layoff, terminations, University-sponsored training, education, tuition assistance, social and recreation programs will be administered in accordance with this equal opportunity policy.

To advance these ends, MUSC has developed an Affirmative Action Program (AAP), supported by the President of the University, with specific and results-oriented procedures to ensure equal employment opportunity. This AAP as written is not to be considered a permanent document. The AAP will be evaluated on an ongoing basis through a defined audit and reporting system in order to assess progress and detect potential problems. This program shall also be evaluated, and updated on an annual basis and modified or revised at other times as appropriate.

Overall responsibility and accountability for the implementation of the AAP is assigned to Michael Vanderhurst, EEO/AA Program Manager, who will monitor the affirmative action compliance function for MUSC. The day-to-day responsibility for administration and implementation of the AAP is assigned to the Human Resources Division. Administrators, directors, managers, and supervisors are individually and collectively accountable for implementing this program. The cooperation and diligence of everyone involved in implementation is expected and is included as a component of their individual performance evaluation.

Contact Information

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

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Contact Shelley Garvin
James B. Edward's College of Dental Medicine
Medical University of South Carolina
173 Ashley Avenue, BSB 447
Msc 507
Charleston, SC 29425

Phone Number 843-792-3184
Fax Number 843-792-1376
Contact E-mail garvins@musc.edu