

Dentistry-Department Chair, General Dental Sciences  
Marquette University

Direct Link: <https://www.AcademicKeys.com/r?job=229695>

Downloaded On: May. 12, 2024 4:29am

Posted Jan. 30, 2024, set to expire Jun. 1, 2024

<b>Job Title</b>	Dentistry-Department Chair, General Dental Sciences
<b>Department</b>	School of Dentistry <a href="https://www.marquette.edu/dentistry/">https://www.marquette.edu/dentistry/</a>
<b>Institution</b>	Marquette University Milwaukee, Wisconsin
<b>Date Posted</b>	Jan. 30, 2024
<b>Application Deadline</b>	Open Until Filled
<b>Position Start Date</b>	Available Immediately
<b>Job Categories</b>	Department Head/Head/Chair
<b>Academic Field(s)</b>	Dentistry - General
<b>Job Website</b>	<a href="https://employment.marquette.edu/postings/20167">https://employment.marquette.edu/postings/20167</a>
<b>Apply Online Here</b>	<a href="https://employment.marquette.edu/postings/20167">https://employment.marquette.edu/postings/20167</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

## Position Overview

Marquette University School of Dentistry invites applications for a full time faculty position for Chair, Department of General Dental Sciences.

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### Duties and Responsibilities

#### Undergraduate Curriculum Responsibilities

1. Work with course directors and program heads within the department; facilitate innovation in pre-clinical and clinical education.
2. Work with other department chairs and the Associate Dean for Academic Affairs to ensure that curriculum development is integrated and coordinated within the Department of General Dental Sciences as well as between the biomedical sciences courses and courses taught under the direction of other departments in the School of Dentistry.
3. In conjunction with the Administrative Council and Associate Dean for Academic Affairs:
  - a. Develop annual curriculum goals for the school.
  - b. Periodically reassess and/or modify the school's competency statements.
  - c. Identify resources needed for curriculum innovation.
4. Along with program directors, review course content, exams, course objectives and syllabi within the department to ensure uniformity and compliance with university/dental school/accreditation standards.
5. Ensure assessment outcomes requiring implementation are implemented for all aspects of the curriculum within the department.

#### Graduate Programs

1. Work with the graduate program directors (Biomaterials and Prosthodontics) as appropriate to ensure that the programs have adequate budget for facilities, resident activities, and improvements.
2. Work with the graduate program directors (Biomaterials and Prosthodontics) and the Associate Dean for Research to ensure that the programs maintain standards for accreditation.

#### Faculty

1. Regularly monitor, mentor and advise junior tenure-track and participating faculty members.
2. Annually assess faculty needs, and recruit full-time and part-time faculty.
3. Establish annual departmental goals in regards to:
  - a. Research
  - b. Teaching
  - c. Service
4. Perform annual evaluation of all full-time faculty, part-time faculty and course directors within the department.
5. In conjunction with program directors, establish a regular program of faculty calibration and standardization.
6. Provide input to the Faculty Development Committee in regards to programming.

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### Staff

1. Assess and determine staffing needs for the Department.
2. Coordinate and supervise hiring of appropriate staff members.
3. Determine staff performance objectives and assess annually.

### Resources and Budget

1. Along with Associate Dean for Finance and Administration:
  - a. Develop annual budget for department
  - b. Hold regular meetings to assure budget projections are being met.
2. Determine faculty, administrators and staff raise allocations based on merit.

### Other Administrative Responsibilities

1. Report to the Dean.
2. Participate as member of Administrative Council, Clinical Affairs Committee, and Research Committee.
3. Work with Chair of the Tenure and Promotion Committee to prepare documentation for all candidates for Promotion and Tenure.
4. Work with Director of Academic Business Affairs to expedite faculty recruitment, hiring, credentialing, orientation, faculty contracts, and other faculty administrative matters.
5. Facilitate communication within the department through regular correspondence and meetings.
6. Implement MUSoD strategic plan.
7. Evaluate and report on faculty and staff workload issues.
8. Ensure faculty and staff compliance with all Marquette and MUSoD policies and procedures.
9. Ensure faculty compliance with grading and graduation issues as directed by the Associate Dean for Academic Affairs.
10. Participate in development of accreditation documents as directed by the Dean and Associate Dean for Academic Affairs.
11. Provide regular guidance to the Department of General Dental Sciences program directors.

## Required Knowledge, Skills and Abilities

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Candidates should be experienced in mentoring and developing junior faculty, promoting and conducting research and scholarly activities, leading and developing academic programs, and working collaboratively with others to advance the broader institution. Skills and abilities should include appropriate leadership, effective communication, personnel and budget management, and advocacy.

Applicants must have a DDS/DMD degree from a US or Canadian dental school recognized by the ADA Commission on Dental Accreditation, or a comparable foreign degree.

Applicants must hold a valid dental license in some state or jurisdiction and be eligible for a regular license or faculty license in the State of Wisconsin.

### **Preferred Knowledge, Skills and Abilities**

Preferred qualifications include prior administrative and leadership experience, previous dental teaching experience at either pre-doctoral or post-graduate levels with a demonstrated teaching and research record.

### **EEO/AA Policy**

It is the policy of Marquette University to provide equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status or any other applicable federal or state-protected classification.

### **Contact Information**

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

**Contact**      Marquette University Human Resources  
Marquette University

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