Associate Dean for Predoctoral Education

The Associate Dean for Predoctoral Education reports directly to the Dean and serves as a member of the Administrative Staff and the School of Dentistry Council. The Associate Dean for Predoctoral Education has the responsibility for administration of all of the academic matters pertaining to the DMD and Dental Hygiene programs.
[FTE assigned time of 50%]

The Associate Dean for Predoctoral Education carries out the following functions:

- Assures the quality and outcomes of all predoctoral and dental hygiene intramural and extramural academic programs of the School of Dentistry to meet or exceed all relevant standards, including accreditation standards.

- Serves as an ex officio member of the DMD and Dental Hygiene Curriculum Committees and has principle responsibility for representing administration's position on predoctoral curriculum.

- Administers academic processes related to all programs, dental and dental hygiene students including entrance criteria, progress, remediation, retention, discipline, dismissal and graduation in conjunction with the appropriate departments, committees and affiliated institutions; serves as Chair of the Student Progress and Promotions Committee.

- Serves as the School of Dentistry liaison to the National Board of Dental Examiners; serves as Test Security Officer for all National Board examination materials.

- Prepares faculty teaching schedules of all clinical and preclinical courses; appoints part-time clinical faculty upon recommendation of Department Chairs and Associate Deans.

- Prepares school calendars, DMD course schedules, School of Dentistry Bulletin, and other academic operational materials.

- Evaluates and recommends allocation, maintenance and use of space and equipment for DMD and Dental Hygiene academic programs.

- Assists in the planning and implementation of the University's *Challenge for Excellence* and School of Dentistry strategic plan and priorities for action.

- Performs other duties and accepts other responsibilities as directed by the Dean.

Note: Performs teaching and committee assignments as appropriate.