

## Perelman School of Medicine Advisory Dean

<b>Degree</b>	MD or clinical doctoral degree
<b>Experience</b>	Actively practicing clinician, medical student teaching experience at PSOM
<b>Rank</b>	Faculty at the Associate level or higher preferred, late Assistant level will be considered, in the CE, AC, or tenure track

### Scope

10% support will be provided for each Advisory Dean (a total allocation of \$22,500)

### Job Description

Advisory deans are longitudinal student advisors, coaches, advocates, and the initial touchpoint directing students to school resources. They help promote student wellness, assist students and serve as an early warning system for student issues. Advisory deans will also serve as a coach for their students throughout medical school including as part of students' successful transition to residency as part of the Measey STeP Program. There are a total of sixteen Advisory Deans; each Advisory Dean is assigned to approximately 10% of the student body (40-50 students total). Advisory Deans follow their students longitudinally during their time at PSOM, including during research or dual degree program extensions. Each Advisory Dean will meet with their advisees a minimum of four times per year. Advisory Deans will attend a bimonthly meeting with all Advisory Deans, Associate Deans and appropriate members of the Academic Programs Office (APO) and UMELT to assure that all individuals involved with student affairs are aware of school updates and student issues/concerns. Advisory deans cannot have a role that would be perceived to be a conflict of interest such a clinical clerkship/course director or residency program director or associate program director.

### Responsibilities

Advisory Deans are be expected to:

- Meet with students at designated intervals, approximately 4 times per year, using meeting agendas and coaching templates. They will document meetings in a student management system.
- Attend designated student events and ceremonies, included but not limited to Orientation, the Learning Team Retreat, the White Coat Ceremony, the Student Clinician Ceremony, award ceremonies and graduation.
- Participate in career and mentoring panels.
- Meet with MS1 Learning Teams (2-3 times per year) and MS2 Learning Teams (1-2 times per year) and address learning team issues when needed.
- Write letters of recommendation as needed.
- Be available, as needed, to meet with students when problems arise (i.e. wellness, academic performance, etc)
- Attend twice a month meetings to discuss significant student issues with members of the UMELT team, selected APO staff and other advisory deans
- Collaborate with House Councils to ensure strong House Culture and attend 4 house events per year.
- Participate in Advisory Dean Faculty Development

**REQUIRED Qualifications**

MD Clinical doctoral degree

Active clinical role model

Ability to collaborate with Associate Deans and APO staff as needed

Experience in education: teaching, curriculum and/or assessment

Evidence of teaching excellence via TED

Experience in mentoring and career advising

Knowledge of institutional resources at Penn Medicine

Knowledge and experience in relating to medical student learners

Demonstrable excellent interpersonal and communication skills

Embraces and promotes diversity, equity, and inclusion

Team player

**PREFERRED Qualifications**

Critical and strategic thinking skills

Experience coaching

**Reporting Relationship**

To the Associate Dean for Student Success and Professionalism and liaison to the Associate Dean for Student Affairs

*We seek and value diversity and inclusion in the broadest sense and encourage faculty from diverse backgrounds to apply.*