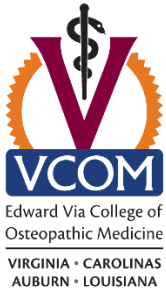


Position Description



Job Title: Vice Dean and Program Director, MHSA Program, Auburn Campus	
Department: MHSA Program	Date: October 15, 2026
FLSA: Exempt	Work Location: Auburn Campus
Employee Category: Administrative Faculty	Work Schedule: (FT) – 8:00-5:00 M-F
Reports to: VCOM Dean for Health Sciences	Percent Employment: 100%
Direct Reports: APD-Academic Affairs, APD-Clinical Affairs, APD-Simulation, Executive Assistant	

- I. **Job Summary:** The Vice Dean and Program Director serves as the chief academic and administrative leader for the Anesthesiologist Assistant Program on the Auburn Campus. The position provides strategic leadership, institutional representation, accreditation oversight, and overall accountability for program operations. The Vice Dean and Program Director is responsible for program decisions, approvals, supervision, and compliance while ensuring alignment with institutional and accreditation requirements.

Although day-to-day operational responsibilities are delegated to designated campus leaders, the Vice Dean and Program Director directs, supervises, and holds those leaders accountable for the effective execution of assigned functions.

The position serves as one of two peer Vice Deans within the program and works collaboratively with the Carolinas Campus Vice Dean and Program Director to maintain a single, unified program across campuses. Together, the Vice Deans share responsibility for curriculum consistency, academic policies, academic calendars, credit-hour structure, accreditation compliance, and program quality.

I. **Job Duties:**

1. Leadership, budget, and personnel (30%)
 - a. Develop, submit, and manage the annual Auburn campus budget; approve expenditures within delegated signing authority.
 - b. Recruit, hire, orient, and evaluate faculty and staff; set workloads, approve development, and initiate personnel actions in coordination with Human Resources.
 - c. Supervise the APD-Academic Affairs, APD-Clinical Affairs, APD-Simulation, and Director of Operations.
 - d. Conduct regular faculty meetings and leadership team meetings for the campus.
 - e. Lead campus strategic planning and growth initiatives.
 - f. Reports on program activity and outcomes to the Dean of the program at least quarterly.

- g. Work with the VCOM Campus Dean to secure basic science faculty support for MHSA and simulation courses.
 - h. Maintain a written plan for covering faculty absences and long-term gaps.
 - i. Submit an annual Faculty Activity Report.
- 2. Academic affairs and curriculum (25%)
 - a. Lead development, implementation, and revision of the curriculum, with the Curriculum Oversight Committee doing the review work.
 - b. Maintain the curriculum map, content distribution, and faculty deployment plan.
 - c. Approve and forward curriculum and policy changes to the supervising Dean.
 - d. Give final approval of syllabi after review by the APD-Academic Affairs.
 - e. Oversee program evaluation and assessment of student learning outcomes.
 - f. Lead development of new courses, programs, and policies.
 - g. Chair or convene the Progress and Promotions Committee, including remediation and corrective action decisions.
 - h. Serve as the program's academic liaison to the Bluefield Dean of Sciences for grades, transcripts, catalog copy, and academic policy; maintain and comply with Bluefield procedures for records, minutes, and behavioral boards.
- 3. Accreditation and compliance (20%)
 - a. Ensure the program meets CAAHEP and ARC-AA standards, SACSCOC requirements through Bluefield, and state requirements.
 - b. Sign and submit the CAAHEP annual report, prepared by the Director of Operations.
 - c. Maintain Alabama state licensure and authorization, tracked by the Director of Operations.
 - d. Convenes the Advisory Committee at least annually, consistent with CAAHEP Standard II.B.
 - e. Convene or support the annual Program Oversight Board meeting of the VCOM and Bluefield consortium.
 - f. Work with the campus Medical Director as required by CAAHEP.
- 4. Clinical affairs oversight (10%)
 - a. Hold accountability for the Auburn clinical site network; the APD-Clinical Affairs leads site acquisition, rosters, and preceptor orientation.
 - b. Visit core clinical sites annually, shared with the APD-Clinical Affairs.
 - c. Maintain executive relationships with anesthesiology group leadership at affiliated sites.
- 5. Teaching (5%)
 - a. Teach in didactic, skills, or clinical settings for 2 to 4 hours a week at most.
 - b. No Course Director assignment.

6. Program-Wide Leadership Duties Shared with Carolinas (5%)

Carries out the program-wide responsibilities assigned to the Auburn campus and collaborates with Carolinas campus leadership.

- a. Master curriculum map, master syllabi, and credit-hours: Curriculum Oversight Committee, led by the Auburn Vice Dean.
- b. Academic calendar and block structure: Joint responsibility of both campuses; approval required from both Vice Deans.
- c. Student and faculty handbooks and catalog content: Auburn.
- d. Website content and published program information: Joint responsibility coordinated through one edit ticket through Operations.
- e. Program Oversight Board coordination (VCOM and Bluefield consortium): Auburn.
- f. Bluefield Academic liaison functions (grades, transcripts, and registrar coordination): Auburn.
- g. Admissions policies and interview process: Joint responsibility.
- h. Program outcomes reporting (attrition, board pass rates, and employment outcomes): Rotating annual responsibility.
- i. National profile development and professional organization engagement: Rotating annual responsibility.
- j. Accreditation cycles and annual reporting: To be determined pending ARC-AA confirmation of campus or program-wide.

7. Delegated Functions and Administrative Oversight

Directs, supervises, and holds accountable program leaders responsible for the administration of academic, clinical, simulation, admissions, student support, and operational functions.

- a. Oversees syllabus review, course administration, and Foundation Block coordination conducted by the Assistant Program Director for Academic Affairs.
- b. Oversees clinical education operations, including clinical site development, student roster management, and preceptor orientation, conducted by the Assistant Program Director for Clinical Affairs.
- c. Oversees simulation curriculum development, implementation, and laboratory operations managed by the Assistant Program Director for Simulation.
- d. Supervises class scheduling, course evaluation administration, instructional material distribution, and examination processes managed by the Director of Medical Education.
- e. Oversees applicant screening, recruitment initiatives, enrollment planning, and pipeline development activities led by the Director of Campus Admissions and Enrollment.
- f. Ensures effective academic advising, early-alert intervention, and student remediation processes through the Director of Student Success.

- g. Oversees accreditation support and operational compliance activities, including CAAHEP annual reporting, state authorization tracking, audit coordination, and related administrative processes managed by the Director of Operations.
 - h. Ensures the review and selection of textbooks, learning resources, and instructional materials in collaboration with Course Directors.
 - i. Monitors the effectiveness of delegated functions and implements corrective actions, resource allocation, and continuous improvement strategies as needed.
 - j. Facilitates collaboration among academic, clinical, administrative, admissions, and student support personnel to achieve program objectives and student success outcomes.
- 8. Admissions, students, and external relations (5%)
 - a. Participate in admissions interviews and make final selection decisions; the Director of Campus Admissions and Enrollment screens applicants and runs the pipeline.
 - b. Advise students as needed; the Director of Student Success leads advising, early alert, and remediation plans.
 - c. Preside at orientation, White Coat, and commencement ceremonies.
 - d. Represent the program at one state and one national professional meeting a year and stay current in CAA education networks.
- 9. Perform other duties as assigned.

III. **Required Qualifications:**

Education:

- Master's degree required; Doctoral degree preferred
- Graduate of a CAAHEP-accredited Anesthesiologist Assistant program.

Licensure or certification:

- Current certification by the National Commission for Certification of Anesthesiologist Assistants (NCCAA)

Experience:

- Minimum of five (5) years of clinical practice experience as a Certified Anesthesiologist Assistant.
- Three (3) to five (5) years of progressively responsible leadership experience in an Anesthesiologist Assistant educational program, including accreditation and budget management.
- Graduate-level teaching experience.

Other skills important to this position:

- Must have demonstrated evidence of development, management, communication, and interpersonal skills.
- Excellent interpersonal and communications skills
- Strong team player

- Demonstrated capacity to render independent judgment and take responsibility for initiating and coordinating activities in support of recruitment and admissions required.
- Excellent verbal and written communication skills required.
- Knowledge of Windows, Microsoft Office, Internet and basic website management and email required.
- Some travel required (*approximately 10% of time*)
- Requires excellent work and attendance record.
- Commitment to company values

Preferences: Although not essential, preferences may be given to applicants who have the following skills or attributes.

- Proven experience as a leader in medical education or related field.
- Prior experience in an administrative role (Chair, Associate Dean, DME, Program Director, etc.) with experience in undergraduate and/or postgraduate osteopathic medical education.

The successful candidate must be eligible to work in the United States.

The successful candidate will be subject to a criminal history background check.

Regular, reliable or predictable attendance is a required function of the job.

- IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: The incumbent may be exposed to short, intermittent or prolonged periods of sitting or standing in the performance of job duties. The incumbent may be required to accomplish job duties using various types of equipment and supplies including but not limited to, calculators, computer keyboards, telephones, writing utensils, etc. The incumbent may be required to transport oneself to other campus offices, conference rooms and other off-campus sites.

Work environment: Office environment. Outside travel required 5-10% of time. The noise level in the work environment is usually minimal.

This position is classified as exempt, at the Professional level, because it requires the advanced knowledge or a “learned professional” in which to meet the job duty requirements.

Employment with VCOM is “at will”. This means employment is for an indefinite period and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or

any other policy of VCOM shall be interpreted to conflict with or to eliminate or modify, in any way, the “at will” employment status of VCOM employees. Employees under contract with VCOM are subject to the terms of employment stated within the employment contract.

- V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty/staff are expected to dress and behave in a professional manner at work. VCOM faculty/staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all others engaged in the duties of the employment, with mutual respect.