



**Senior Associate Dean of Academic Affairs**  
National Search  
Prospectus



**Anthem**  
Executive

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The Burrell College of Osteopathic Medicine (the COM) at New Mexico State University, a private college of osteopathic medicine in Las Cruces, New Mexico, invites nominations, inquiries and applications for Senior Associate Dean of Academic Affairs.



The Senior Associate Dean of Academic Affairs has responsibility for implementation and coordination of all academic functions within the College as assigned by the Dean. The Senior Associate Dean provides curricular oversight, assures compliance with related accreditation standards, and oversees the delivery of academic support functions to the College. They will assist in the planning, direction and management of the Academic Affairs Department and will provide leadership for the development and implementation of academic initiatives, and the ongoing monitoring of the effectiveness of existing programs, technology and services. The Senior Associate Dean promotes and fosters an effective learning environment conducive to academic excellence, including clinical and affiliated graduate medical education training programs. The Senior Associate Dean supports the faculty hiring, promotion and development functions. They will supervise the positions of Assistant Dean of Pre-Clinical Education, Associate Dean of Clinical Education, Assistant Dean of Evaluation and Assessment, and the Director of the Library. This position reports to the Chief Academic Officer/Dean and serves as the Deputy Dean in the absence of the Dean.

**Additionally, The Senior Associate Dean Will:**

- Oversee instruction and academic content of all curricular components and coordinate curricular organization and delivery of the medical curriculum.
- Provide mentoring, training, and support for other faculty to improve instruction across the curriculum.
- Advise, develop and monitor curriculum, materials and related student evaluation process.
- Analyze class and program needs of the College; recommend the retention, deletion or modification of courses.
- Develop and coordinate program and course schedules, faculty assignments and assessment schedules.
- Approve and recommend to the curriculum committee/Dean, the selection of educational materials and equipment.
- Work with the Associate Dean of Clinical Education to integrate the clinical and biomedical sciences into the complete curriculum of the college and assist with the integration of Osteopathic Principles and Practices.
- Develop and manage the Academic Affairs Department budget; provide leadership in strategic planning and budget development; develop and recommend budget requests for operational, capital, revenue and grant funds; administer approved budgets from all funding sources in accordance with college, district and/or agency guidelines'; approve related purchases.



- With participation from Chairs and Faculty, recruit, interview and recommend faculty candidates, for employment.
- Work with Chairs and Promotions Committee (as appropriate), to evaluate faculty and to provide input on faculty promotion (as evaluation suggests).
- Ensure faculty development for faculty, including on-site and off-site training for didactic teaching, to potentially include coordination of curriculum delivery at distant locations. Ensure faculty development supports a scholarly approach to developing medical education. Support faculty education programs that elevate the skills of faculty to meet organizational objectives and nationally accepted accreditation standards and requirements.
- Provide reports to the Dean, as requested, to include, but not limited to, those needed for program evaluation and accreditation, monitoring and evaluation of programs/services, addressing of success in meeting learning outcomes, and participate in generating the institutional outcomes and effectiveness report to the community and COCA.
- Develop, implement and advise on academic policies and procedures.
- Promote the mission of Burrell to the faculty, staff, students and community at large.
- Promote effective and productive working relationships among faculty, staff and students, and act as a liaison between faculty and students.
- Serve on Burrell committees as requested.

**Key Knowledge, and Abilities that the Senior Associate Dean Should Bring include:**

**Knowledge of:**

- Current practices in the administration and theory of programs/services in Academic Affairs
- Administration, staff development and program development
- Budget preparation
- Instructional evaluation processes



### Ability to:

- Design and evaluate curriculum
- Plan, direct and evaluate programs and/or services
- Supervise assigned staff
- Coordinate activities with a variety of college staff and departments
- Prepare and administer budgets
- Communicate effectively orally and in writing
- Establish cooperative working relationships with persons contacted in the course of performing assigned duties



### Required Education/Experience:

- Doctor of Osteopathic Medicine (D.O.) or Doctor of Medicine (M.D.) degree required.
- Seven years' experience in undergraduate medical education.
- Distinguished record of academic scholarship and research.
- Held equivalent academic administrative position for at least three years.
- Experience in accreditation, curricular development, faculty evaluation, and strategic planning; Familiarity with COCA and/or LCME accreditation standards and processes.
- Strong team leadership and communication skills, excellent interpersonal abilities.
- Innovative and creative ideas for success in a changing landscape of research funding; experience evaluating research proposals.
- Excellent decision-making and problem-solving skills.
- An ability to develop and implement strategies to address long-term opportunities.



### Attributes Which Appear to be Most Important for Success of This Position Include:

- A servant-leader. Not ego-centric. Demonstrates candor, authenticity, and passion that focuses on mutual respect and nurtures the success of colleagues and students while fostering excellence within the community and beyond.
- An energetic, well-grounded, success-oriented personality with a sense of humor and record of setting and surpassing objectives.
- Initiative and self-discipline, with confidence and charisma to lead, encourage and empower.
- Highly motivated and driven. Enthusiastic and optimistic. A visionary.
- A consensus builder and team leader who seeks collective wisdom and input.
- An effective change agent. Possesses leadership and courage to make the tough decisions and yet maintain the respect and admiration of those who work with him/her.
- Can sell a point in a non-polarizing manner. Effective social skills.
- Excellent written and oral communication skills with the ability to communicate complex or technical information clearly to a range of audiences. Comfortable, effective and engaging in public speaking.
- Working knowledge of the accreditation processes. Experience in leading a program to a successful accreditation or reaccreditation is highly desired.
- A respect for diverse cultures, equity, and inclusivity and a commitment to a diverse faculty, staff, and student population.



### About the Burrell College of Osteopathic Medicine

The Burrell College of Osteopathic Medicine (The COM) at New Mexico State University is one of the newest medical colleges in the United States and the only one with a mission focused on healthcare in the Southwestern United States and Northern Mexico. Although the COM is a private and free-standing college that is not a part of New Mexico State University (NMSU), it is very closely affiliated with NMSU, is located on the NMSU campus, and students enjoy the student life and campus community benefits that come with a major public research university.

The COM started with the vision to improve the health and wellbeing of the Southwestern U.S. and Northern Mexico by increasing both the number and diversity of physicians in the regional workforce. As the mission statement declares: *Para la gente y el futuro: For the people and the future*, the Burrell College of Osteopathic Medicine at New Mexico State University is dedicated to improving the health of the Southwestern United States and Northern Mexico through culturally humble undergraduate, graduate and continuing osteopathic medical education, research and clinical service to the Community. The COM is focused on increasing diversity in the physician workforce and fostering a practice of life-long learning, compassion, respect and excellence in its students.

In a unique public-private partnership, the COM's students have access to many university facilities and services, such as athletics, intramural sports, some health services and recreational facilities. Students can also utilize NMSU's housing and meal services, at an additional cost. The COM's 80,000 square foot, state of the art facility is located at the Arrowhead Research Park on the NMSU campus – Arrowhead Center is focused on entrepreneurship, innovation and economic development.



Among the tools and resources available to students are: a state-of-the-art simulation center, incorporating both standardized patients and high-fidelity mannequins and evaluation systems; a complete medical library; a hybrid gross and virtual anatomy lab, including MRI, CT and other medical imaging; and an OMM facility, led by professional, university experienced clinicians. The COM has developed a large clinical clerkship network, with sites in New Mexico, Texas, Arizona and the Space Coast region of Florida. These experiences vary from the core general

medicine and surgery basics to electives in fields as specialized as cardiology, anesthesiology and radiation oncology. Similarly, the COM is facilitating the development of numerous residency opportunities throughout the region that include this spectrum of practice, from Family Medicine and Psychiatry in Las Cruces to Urology and Anesthesiology in El Paso, to name just a very few. The COM's physical location in the Land of Enchantment and City of Dreams permits a wealth of outdoor experiences and adventures on both sides of the border in a culture of joy and passion for life.

## About Las Cruces, NM

Las Cruces is the fastest-growing and second-largest city in New Mexico, with a population of about 100,000 friendly people. In the heart of the Mesilla Valley, Las Cruces is the county seat of Doña Ana County, population of about 285,000, and is surrounded by the historic communities of La Mesilla, Doña Ana, and Hatch. The area is at an altitude of 3,800 feet above sea level, and has an abundance of sunshine, with an average of 350 sunny days each year. Las Cruces has all the conveniences of a modern city but retains the charm of its historic past. The city recently celebrated its 150th anniversary.



Las Cruces is one of America's most progressive and innovative communities. The city was recently ranked #1 small city on the Forbes/Milken Institute list of "Best Places for Business and Careers" and #2 on Money's "Best Places to Retire." Agriculture (chile, cotton, and pecans), New Mexico State University and White Sands Missile Range are key to the financial base of the area. Just outside of Las Cruces is Spaceport America, which is the new home of Virgin Galactic.

The Las Cruces Public Schools offer 22 elementary schools, 7 middle schools, and 4 high schools. New Mexico State University comprises a 900-acre campus and enrolls 15,409 students from all 50 states and 87 nations. NMSU athletes compete in NCAA Division 1A intercollegiate athletics. NMSU also serves as



home to many performing groups, including The Las Cruces Symphony, The Dona Ana Lyric Opera and the Mesilla Valley Concert Band.

Las Cruces was a historic crossroads of the Butterfield Trail thru El Paso Del Norte, a major trail of commerce, exploration, and travel. Our history includes colorful personalities such as Sheriff Pat Garrett, Billy the Kid, and Geronimo.

Celebrations reflecting our cultural diversity occur throughout the year. Annual festivities include balloon rallies, X-Prize Cup, wine and chile “wars”, fairs and rodeos, a Renaissance

Craft Fair and the making of the world’s largest enchilada.

### **Key Attractors to the Role**

- This is a career making opportunity to help lead, enhance, promote and continue to grow one of the newest medical colleges in the United States and the only one with a mission focused on healthcare in the Southwestern United States and Northern Mexico.
- The opportunity to serve as a key catalyst in determining the future course and culture, and in elevating the brand of Burrell College of Osteopathic Medicine.
- The individual appointed to this role will enjoy the autonomy to bring their best ideas to advance the mission, vision, brand, and efficacy of the COM. This is a true legacy-building opportunity to work hand-in-hand with the Dean to take the institution to the next levels of accomplishment and achievement while building a sure foundation of success and innovation for future generations to enjoy.
- Geography, climate, demographics, and ambiance combine to offer a truly excellent place to live. Family members will discover a warm, open community that offers an attractive array of activities, amenities, services and opportunities whether they are looking for top-notch education, meaningful employment, or simply a safe and comfortable place to live.



### **To Express Interest and Make Nominations**

Please submit letters of interest and nominations directly to Anthem Executive. Review of letters of interest and nominations will continue until the position is filled; however, completed applications should be received as quickly as possible, for optimal and full consideration.

Interested parties should include their curriculum vitae and a letter of application describing their relevant experiences and interest in the position. Please submit all nominations, applications, and communications directly to Anthem Executive at:

[BURRELLSeniorAD@AnthemExecutive.com](mailto:BURRELLSeniorAD@AnthemExecutive.com)



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*The Burrell College of Osteopathic Medicine is an equal opportunity employer and values diversity in their faculty and staff as an important aspect of the educational process. The COM encourages individuals with varied backgrounds and experience to apply.*