



<b>Job Title</b>	Assistant Dean, Planning and Knowledge Management	<b>Job Code</b>	AA0113
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	24
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Academic and Program Management	<b>Union Code</b>	000
			Academic Administration

**Job Family & Subfamily Summary**

**Academic and Program Management Professionals** develop, administer, or support programs that enhance the learning environment for students or faculty development.

**Academic Administration Professionals** develop, implement, promote, and administer academic and/or administrative services in order to further the teaching and research mission of the University. Responsibilities include developing, evaluating, and/or overseeing curriculum or program offerings, communicating program goals, developing community partnerships and programs, advising deans and faculty regarding programmatic issues, and handling complex administrative problems for an academic based unit.

**Job Summary**

Leads all aspects of the Office of PKM including providing overall direction, leadership, and management of Planning & Knowledge Management (PKM) including the Office of Assessment, Office of Analysis, Planning, and Accreditation, Office of Knowledge Management, and Office of Educational Technology. The functions overseen by assistant dean include accreditation, assessment/evaluation, strategic planning and planning, data reporting, and analytical studies, knowledge management and Ed Tech.

**Representative Duties**

1.
  - Leads the development, execution, and monitoring for the overall office and the individual units
  - Provides leadership for the directors and staff, reviews job performance and evaluations for each and promotes professional development
  - Oversees the budget and works with the units to develop and execute budgets
  - Oversees the process to manage contracts of all systems/software used to support the curriculum, assessment, and evaluation
  - Oversees support provided to academic and administrative departments and provides leadership to develop and enhance collaborations with other college and university departments
  - Represents the office on the leadership team
2.
  - Leads the management and coordination of the accreditation process for Liaison Commission on Medical Education (LCME - national accrediting body)
  - Ensures ongoing LCME accreditation compliance and including monitoring revisions to processes and standards
  - Serves as the LCME communications representative to receive and disseminate information from the LCME regarding changes to the accreditation requirements and expectations
  - Serves as LCME site visit team member for the LCME
  - Manages college’s response to SACS accreditation requirements and annual reporting requirements
3.
  - Leads decision-making support (data, statistical, and analysis studies, and special projects)
  - Serves as Data Administrator including responsibility for planning, organizing, and supporting all internal and external data collection
  - Provides leadership for internal and external data collection and coordination of reporting requirements and ensures compliance, timely responses, provides quality assurance, oversees official data repository and archives, and manages fact sheet and dashboard

- Collaborates with college and university offices to provide college data
- Manages data and analysis support for the Dean's Office
- Provides direction for development and maintenance of internal databases
- Partners with Associate/Assistant Deans to develop and implement policies and procedures
- Creates student assessment reports for Student Evaluation and Promotion Committees
- Oversees management of assessment and evaluation processes and systems to support faculty and students
- Develops evaluation reports and analysis for courses, students, the program as a whole, and maintains assessment question banks
- Provides support for faculty and students conducting educational research including analysis of curriculum data
- Directs M.D. and biomedical sciences program support functions for the UCF program review process
- Leads COM's Division Review Committee of the University Assessment Committee and manages participation in the in the university's institutional effectiveness process
- Serves as Chief National Board of Medical Examiners (NBME) Executive Proctor
- Manages and coordinates NBME Licensing Exams for students
- Serves as co-Chair of the Program Evaluation Subcommittee of the Curriculum Committee
- Leads and coordinates development, implementation, and monitoring of college's strategic plan and strategic initiatives
- Interfaces with university offices to develop and submit college's strategic work plan. Leads publications review to ensure accuracy and consistency
- Contributes to the development of an integrated system to identify, create, represent, and distribute data
- Provides direction for surveys including selection of survey tools, support for development, deployment, and analysis of surveys
- Manages special projects and studies to achieve the college's missions

### Education, Experience, Skill Requirements

	Required	Preferred
<b>Education Level</b>	Master's	PhD
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
8+ years of relevant work experience 5+ years of leadership experience		
<b>Additional Requirements</b>		

### Physical/Environmental Demands

Standard office environment with no unique physical demands

**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**