

**PRINCIPAL ADMINISTRATIVE  
POSITION DESCRIPTION**

for the period 07/01/2020 to 06/30/2021

NAME: Debra L. Klamen, M.D., M.H.P.E.

TITLE: Senior Associate Dean for Education and Curriculum;  
Professor and Chair of the Department of Medical Education; and  
Chair of the Medical Library

DEPARTMENT: Office of the Senior Associate Dean for Education and Curriculum,  
Department of Medical Education and Office of Associate Dean for Continuing  
Professional Development and Medical Library

**POSITION FUNCTION**

The purposes/objectives/functions of this position are to:

- 1) Oversee the Office of Education and Curriculum (OEC) in the successful implementation and maintenance of all curricular elements at the School of Medicine,
- 2) Oversee the Department of Medical Education (DME) in all its staffing and activities,
- 3) Oversee Continuing Professional Development Office (CPD) in successful implementation and maintenance of all curricular elements at SOM and MCLI.
- 4) Oversee the Medical Library in all its staffing and activities.

**ORGANIZATIONAL RELATIONSHIPS**

The Chairman of the Department of Medical Education and the Medical Library reports to the Dean and Provost of the School of Medicine, who reports to the Chancellor of SIU Carbondale. Collaboratively works with SIU School of Medicine Associate Deans/Provosts in fulfilling institutional responsibilities.

**DUTIES AND RESPONSIBILITIES**

“The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.”

- I. Administration 75%
- A. Maintain overall administrative responsibility for the following educational units: The Office of the Associate Dean for Education and Curriculum, the Office of Education and Curriculum/Carbondale, the Department of Medical Education, the Medical Library, and the Office of Continuing Professional Development. Duties include:

- Liaison with MMC, and MCLI to improve collaboration and organization of educational services (UGME and CPD)
- Oversight of budget for units;
- Long-term planning;
- Securing funding for curricular directives and initiatives;
- Organization of the medical education faculty from all Medical School departments into a cooperative working group to facilitate educational research and development, including acquisition of grants;
- Ensuring that learners' educational needs are met.
  - Serve as the principal administrator of the day-to-day administration and management of the development, coordination and delivery of the first year curriculum (in Carbondale), and the second, third, and fourth year curriculum in Springfield. Meet and work with, as appropriate, Curriculum Directors, Curriculum Development Specialists, departmental curriculum coordinators, and curriculum committees, as well as with faculty, students, and members of the central administration, including department chairs, to carry out administrative, curricular and assessment activities of the Office of the Associate Dean for Education and Curriculum.
  - Oversee the coordination, continued development and evaluation of the undergraduate curriculum as well as faculty educational development, by working with the chairs of the various curriculum committees, including the Educational Policy Council.
  - Coordinate the support for the curriculum and its respective committees. Committees include: Clinical Competency Examination Committee, Educational Policy Committee, Executive Committee, Student Progress Committee, Year One Curriculum Committee, Year Two Curriculum Committee, Year Three Curriculum Committee, and Year Four Curriculum Committee.
  - Prepare data and reports, including responses to internal and external inquiries regarding the curriculum, Educational Affairs, and the Department of Medical Education functions (e.g., IBHE and LCME questionnaires).
  - Facilitate the necessary support for the Department of Medical Education's editorial responsibilities to Teaching and Learning in Medicine: An International Journal.
  - In cooperation with the Associate Dean for Student Affairs, relevant faculty and curriculum committees, maintain and develop student assessment systems.
  - Monitor student progress, in conjunction with the Associate Dean for Student Affairs, to ensure satisfactory performance toward achievement of the M.D. degree.
  - Ensure, with the Associate Dean for Student Affairs, the efficient operation of both offices.
  - In conjunction with the Associate Dean for Student Affairs, maintain, update, and enhance the Student Information System.
  - Develop and periodically review the organization and mission statement for the office and related policies and procedures to ensure collaboration with the Office of the Associate Dean for Student Affairs.
  - In cooperation with the Associate Dean for Student Affairs, develop and coordinate the outcomes assessment activities for the educational and student programs, documenting and reporting to faculty and the School community.
  - Serve as the dean's delegate for the Association of American Medical Colleges' Group on Educational Affairs (GEA).

- B. Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

II. Teaching 10%

- A. Participate in clinical departmental teaching of medical students, residents, and Continuing Professional Development, as appropriate.
- B. Participate in educational workshops, as appropriate.
- C. Provide consultation to faculty and curriculum committees and general institutional committees regarding educational issues.
- D. Participate in medical education electives as requested.

III. Research 10%

- A. Prepare and assist as needed with the preparation of proposals for sponsored projects including federal and state grants and contracts.
- B. Coordinate the Graduate/Residency Follow-Up Study for the School of Medicine and publish results.
- C. Initiate and participate in departmental research projects of an educational nature.

IV. Service 5%

- A. Serve on non-curricular School of Medicine committees and task forces, as requested.
- B. Serve as a reviewer for relevant professional journals and organizations.
- C. Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.
- D. Sensitive to the needs of underrepresented minority populations.
- E. Participates in meetings, training and other environmental, health and safety activities as required by SIU School of Medicine.

**AUTHORITY AND RESPONSIBILITY**

The incumbent has authority for hire/fire/salary decisions, as well as disciplinary actions and budgetary control for DME, OEC, CPD, and the Medical Library. The incumbent may formulate policy for the DME, OEC, CPD, the Medical Library. The incumbent has independence in performing his/her assigned duties, though must answer to the Educational Policy Council with regards to effects of Office of Education and Curriculum changes, and ultimately to the Dean for DME, OEC, CPD and the Medical Library activities.

**REQUIRED QUALIFICATIONS**

- 1) MD degree
- 2) At least 5 years at a medical school administrative level, with extensive experience in curriculum design, implementation, and assessment
- 3) Sensitive to the needs of underrepresented minority populations.

**DESIRABLE QUALIFICATIONS**

- 1) An advanced degree in an educational field, such as a Master’s degree in Health professional education, is preferred.

**ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES:**

**Participates in meetings, training and other environmental, health and safety activities as required by SIU School of Medicine.**

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

See attached Physical and Environmental Requirements form.

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Senior Associate Dean for Education and Curriculum, and  
Professor and Chair, Department of Medical Education,  
and Chair, Medical Library

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head/Chair

\_\_\_\_\_  
Date