

Assistant Dean of Clinical Education

Position Details

Position Information

Position Type	Faculty
Faculty Track	
Position Title	Assistant Dean of Clinical Education
Employment Status	Full Time
Months	12
Campus	Portland, ME
Description	<p>The Assistant Dean for Clinical Education (ADCE) is responsible for the academic and administrative oversight of the geographically dispersed College of Osteopathic Medicine (COM) core clinical campus system, ensuring high-quality clinical learning experiences for third- and fourth-year students. The ADCE also manages the Support Priority program and other support programs for students facing challenges meeting licensing board requirements. This role provides leadership across the clinical education continuum, including faculty development, academic quality, and operational effectiveness throughout the clinical campus network.</p>

The ADCE brings together academic and curricular oversight, management expertise, problem-solving skills, human resources experience, and financial acumen to support a complex clinical education environment. A key component of the role includes serving as the primary representative of COM to clinical partners through regular site visits, professional meetings, and external engagements. Through these interactions, the ADCE builds and sustains strong relationships with clinical sites, supports existing clinical placements, and actively develops new clinical affiliation opportunities. The ADCE serves as a visible leader and ambassador for COM, representing the College within the University and the external clinical community, and participating in COM committees and leadership activities.

About the University of New England

UNE is Maine's largest private university, with two beautiful coastal campuses in Maine, a one-of-a-kind study-abroad campus in Tangier, Morocco, and an array of flexible online offerings. In an uncommonly welcoming and supportive community, we offer hands-on learning, empowering students to positively impact a world full of challenges. We are the state's top provider of health professionals and home to Maine's only medical and dental colleges, a variety of other interprofessionally aligned health care programs, and nationally recognized programs in the marine sciences, the natural and social sciences, business, the humanities, and the arts.

Benefits Overview

- Multiple health and dental plan options, plus vision coverage.
- Up to **8%** retirement plan match.
- Generous leave time, including vacation, sick, and personal time, and 12+ holidays per year.
- **Educational benefits:**
 - UNE tuition waiver for employees, spouses, and domestic partners.
 - UNE tuition waiver for dependents of employees with 1 year of full-time service.
 - 50% tuition reduction if less than 1 year of full-time service.

For more information about our outstanding benefits, please visit: [UNE Benefits Overview](#)

Responsibilities

Clinical Site Engagement and Administration

- Serve as a primary representative of the College of Osteopathic Medicine at professional functions and during clinical site visits.
- Build and sustain strong relationships with clinical partners to support existing placements and develop new clinical training sites.
- Conduct regular site visits to all affiliated clinical campuses (approximately 25% of time).
- Support clinical site recruitment, onboarding, and ongoing site management
- Act as Course Director for the Support Priority program and all core rotations
- Collaborate with clinical partners to leverage shared resources, faculty expertise, and administrative support.
- Provide oversight of the OMS-III/IV Academic Coordinator and the Clinical Campus Assignment Process (CCAP).
- Ensure integration of the Support Priority Program (SPP) with clinical education tracking, residency advising, score reporting, and site placement processes.
- Contribute to operational reporting related to clinical education and campus effectiveness.

Academic Oversight

- Provide academic and administrative leadership for the core clinical campus system supporting OMS-III and OMS-IV clinical education.
- Act as Course Director for the Support Priority program and all core rotations
 - Oversee syllabi, assessment systems, COMAT and COMSAE administration, and student performance evaluation across all clinical sites.
- Advise and monitor student rotation scheduling and placement.
- Address academic and professionalism concerns involving clinical-year students and coach Regional Assistant Deans in effective performance management conversations.
- Serve as Course Director for the Transition to Clinical Learning Environment.
- Ensure integration of osteopathic principles across all clinical rotations in coordination with the OMM Department.
- Serve as an ex officio member of the Curriculum Advisory Committee and support curriculum development initiatives.
- Maintain academic quality, consistency, and standards across all clinical education programs and sites.

Faculty Development

- Collaborate with the Senior Associate Dean of Clinical Education to design and implement Clinical Caucus programming.
- Lead faculty development efforts for discipline directors and clinical campus faculty.
- Conduct regular site visits to support faculty orientation, mentoring, compliance, and instructional quality.
- Support clinical faculty recruitment and promote faculty engagement in college events.
- Coordinate with the CME Director to ensure appropriate continuing education opportunities for clinical faculty.

Strategic Planning and Accreditation

- Participate in strategic planning for clinical site development to ensure adequate, high-quality placement opportunities.
- Incorporate clinical site feedback into continuous improvement and planning efforts.
- Participate in accreditation activities related to clinical education and serve as an ex officio member of the Clinical Education Committee.
- Represent UNE COM at regional and national professional meetings and alumni events.
- Participate in College strategic planning

Service

- Serve on College and University committees at the discretion of the Dean.
- Maintain active involvement in regional and national professional organizations related to medical education.
- Engage in community and professional service aligned with areas of expertise.
- Perform other duties as assigned.

Qualifications

DO or MD from a COCA or LCME accredited institution and post graduate training with Board Certification in Specialty and MOC.

- Experience with community-based, geographically dispersed clinical training.
- Experience in relevant teaching and management/administrative experience in a COCA or LCME accredited college of medicine.
- Demonstrated excellent oral and written communication and problem-solving skills.
- Consistently able to be highly flexible, creative and resourceful and to handle challenging and stressful circumstances in a calm and professional manner.
- Travel to core clinical sites 1-2 days per week between 20 and 40 weeks per year. While at sites maintain demanding schedule to see all student learning environments and meet with constituents over a long day, including breakfast and dinner meetings.
- Knowledge and experience in health professions education, training and research; active in med ed organizations at regional/national level.
- Excellent ability to understand and support the mission and operations of the College and University.
- Demonstrated ability to deal effectively with a wide range of constituents within and external to the College and University.
- Demonstrated ability to carry out the varied management and administrative functions of the position.
- Ability to convene groups, set and adapt complex, multi-faceted agendas, build consensus, and think and plan strategically.

EEO Statement Summary

Consistent with federal and state law and University policy, the University of New England is committed to the fundamental concept of equal opportunity for all of the members of the University community. The University prohibits, and will not tolerate, discrimination in employment, the provision of academic services or in any other area of University life based on race, color, sex, physical or mental disability, religion, age, ancestry, national origin, sexual orientation, gender identity and/or expression, ethnicity, genetic information, HIV status, or status as a veteran. Prohibited bias factors should not motivate decisions regarding students, employees, applicants for admission, applicants for employment, contractors, volunteers or participants in and/or users of institutional programs, services, and activities.

COVID Vaccination Statement (PLEASE NOTE)

Employees in clinical settings must meet the State of Maine's immunization requirements for clinical activity.

Posting Detail Information

Posting Number	2022F0289P
Open Date	04/16/2026
Close Date	
Open Until Filled	Yes

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Cover Letter
2. Curriculum Vitae

Optional Documents

None