



HARVARD

MEDICAL SCHOOL

Harvard Medical School Dean for External Education

Role and Responsibilities

The dean for external education serves as the HMS academic leader responsible for defining and implementing a strategic vision for expanding the School's educational portfolio by incorporating the latest technologies and pedagogical thinking to achieve innovative online and hybrid education targeted to new constituencies. This individual will build and enhance educational offerings, including customized programming, to increase the global reach of HMS education and to bring high quality content to health care professionals, biomedical scientists, industry leaders, trainees and new categories of learners.

Reporting to the dean of the faculty of medicine and in partnership with the current educational leadership (dean for medical education, dean for graduate education, dean for clinical and translational research and dean for academic and clinical affairs), this position will cultivate key partnerships and collaborative arrangements across HMS, Harvard University and our affiliate community and will work with relevant external groups, including industry and global peers, to develop and augment new and existing external programs. New offerings will include certificate-based courses or content, but are not anticipated to award degrees from Harvard Medical School. In all cases, the academic and financial objectives of this position will be fully aligned with the School's mission.

The dean for external education will also oversee, strengthen and transform the administrative and programmatic activities of the currently separate HMS continuing medical education (Department of Continuing Education) and publication entities (Harvard Health Publications), including a staff of approximately 40 in the areas of continuing medical education, publishing and new educational ventures. He or she shall be responsible for building a dynamic, diverse, capable and results-driven academic and administrative management team and a cohesive organizational structure that aligns component support functions of each area, including external content development and program management, compliance, finance, marketing, business development, distance education and client services. The new dean shall inspire, motivate and develop an academic program that builds on and nurtures effective partnerships with Harvard Catalyst, the HMS quadrangle departments, the HMS-affiliated institutions and their constituent academic departments, HarvardX and other relevant Harvard-wide initiatives. He or she shall initiate new collaborations with faculty across the University and shall work in a team with the other academic and administrative deans and department heads at HMS to create a unified vision for the future of external education at the medical school. The position is expected to demand a minimum of 75% of an individual's professional effort. In collaboration with HMS academic and administrative leadership, the new dean is expected to:

- Establish a strategic plan that identifies a tailored and prioritized set of opportunities for innovative program and product development in line with the mission of HMS, and set forth actionable business plans for their realization;

- Develop a team capable of efficiently and effectively implementing the business plans to both enhance the mission and reputation of HMS and contribute in a meaningful way to the financial state of the School;
- Incorporate and anticipate technological advancements for online learning, and work closely with the chief information officer and others to maintain each program's agility and innovative character; and
- Build and maintain the infrastructure to support each program's demand for high quality educational programming and, as applicable, service the programs' needs.

The Candidate

The successful candidate will understand a complex, highly diverse, mission-oriented academic enterprise. He or she will have an established record of effective leadership in a dynamic academic or medical environment with diverse and complex governance structures. The critical competencies for success are

- Academic Leader in Medical Education. The successful candidate should have professional experience consistent with appointment in the Faculty of Medicine at the assistant, associate or full professor level. He or she will have experience in and be seen as a potential leader in medical education and in pedagogical innovation. He or she will have experience in translating complex scientific and medical content for public consumption and in developing technology-enhanced and online programs that incorporate an academic rigor and quality consistent with the HMS mission.
- Organizational Capacity Building. The successful candidate will have the ability to assess an organization, evaluate its existing capabilities in the context of the required performance levels, and develop effective approaches for addressing gaps where they exist. This will require the ability to motivate and lead faculty and staff through a period of operational change, to communicate expectations in an inspiring way, and to drive accountability at both the team and individual levels.
- Tolerance for Complexity and Ambiguity. The successful candidate will be an individual who thrives in complex environments and is energized by solving large, multidimensional problems. He or she will have strong analytical skills, the capacity to understand human and organizational dynamics, and the proven ability to move forward and make meaningful progress despite the absence of complete information.
- Leadership. Functioning in a relationship-driven culture where intellectual acuity is highly valued, the successful candidate will be able to provide leadership by exhibiting a combination of insight, innovation, transparency, fairness, persuasiveness, and commitment to the institution. He or she will have the ability to bring ideas to the table in a way that they can be understood, promote those ideas across the broader University, and gain acceptance and support for new approaches.