

UNIVERSITY OF HAWAI'I AT MĀNOA
POSITION DESCRIPTION
DEAN, JOHN A. BURNS SCHOOL OF MEDICINE

Position No. 89077
Title: Dean
Reports to: Provost (#89104)
Campus: University of Hawai'i, John A. Burns School of Medicine

INTRODUCTION

The John A. Burns School of Medicine (JABSOM) is the only medical school based in the State of Hawai'i and one of 15 degree-granting schools and colleges of the University of Hawai'i at Mānoa (UH Mānoa). Situated on the island of O'ahu in Honolulu, Hawai'i, JABSOM is a community-based school and is affiliated with a strong network of partner hospitals and clinics in the state instead of operating a university-based hospital for clinical training. This structure exposes medical students and resident physicians to a diverse range of patients and health systems in our state. JABSOM's programs complement other health sciences that are organizationally located in other UH Mānoa schools and colleges. JABSOM belongs to the Association of American Medical Colleges (AAMC), and is accredited by the Liaison Committee on Medical Education (LCME) and its graduate medical education (residencies/fellowships) by the Accreditation Council for Graduate Medical Education, (ACGME).

JABSOM's [mission](#) is to teach and train high-quality physicians, biomedical students, and allied health professionals for Hawai'i and the Pacific, and to conduct clinical, epidemiologic, translational, and basic research in areas of specific interest to the community and the region. In addition to the MD program, it offers baccalaureate programs in medical technology, speech pathology and audiology, and master's and Ph.D. programs. JABSOM has 14 departments, numerous research centers, and employs approximately 160 full-time faculty (clinical and basic) and 1,400 volunteer physician faculty. JABSOM faculty supervise the clinical training of approximately 250 interns, residents, and fellows employed by the [Hawai'i Residency Program](#), (HRP) a consortium founded by JABSOM, Hawai'i's teaching hospitals, and the Hawai'i Department of Health. JABSOM is committed to diversity, equity, and inclusion excellence.

[University Health Partners of Hawai'i](#) (UHP) was developed as the primary JABSOM faculty practice plan serving the medical school and several health system partners. In 2021, much of the clinical practice supporting JABSOM was merged with two academically affiliated medical groups: the Queen's University Medical Group and the Hawaii Pacific Health Medical Group. UHP continues to provide select practice support for the medical school and other UH health unit practices outside of these academically affiliated medical groups. Further, UHP coordinates academic fiscal support of JABSOM's clinical departments as provided through the health system based academically affiliated medical group agreements.

The Dean is a visionary innovator who can leverage the many strengths of the University and the people and environments of Hawai'i to sustain and grow a world-class medical school. The Dean's charge is to provide the vision and academic and administrative leadership for the

School of Medicine, and to represent both the school and the University in medical education and health sciences research locally, nationally, and internationally. Inherent in the Dean's leadership role is the commitment and responsibility to ensure the advancement of the strategic plans at the Mānoa campus level (<https://manoa.hawaii.edu/strategicplan>), as well as that of the University of Hawai'i system (<https://www.hawaii.edu/strategic-plan/>). This includes articulating the broader perspective and responsibility to JABSOM faculty and staff to assure that the school's overall goals support both strategic initiatives. Such goals include a demonstrated commitment to actionable policies and programs supporting diversity, equality, and inclusion.

The Dean provides the leadership for the interdisciplinary education and training of medical professionals and biomedical scientists overseeing an innovative research agenda that fosters interdisciplinary programs of basic, clinical, and translational research and balances basic and applied research consistent with the needs of the University, State, national, and international organizations and governments. The Dean provides experience and guidance and collaboratively supports the UH Cancer Center, nursing, public health, and health sciences programs. Along with LCME, the JABSOM Communication Sciences & Disorders (Speech Language Pathology) program is accredited by the Council on Academic Accreditation in conjunction with the American Speech-Language-Hearing Association (ASHA). Also, the JABSOM Medical Laboratory Science program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The University of Hawai'i system is committed to being a foremost indigenous-serving institution and advancing sustainability efforts, and is designated as an Asian American and Native American Pacific Islander-Serving Institution and Minority Serving Institution. As part of the UH System, UH Mānoa is a world-class research and academic institution focused on informing solutions to some of the world's most pressing problems. UH Mānoa is a Land, Sea, Space and Sun-Grant institution, one of four in the United States and is classified by the Carnegie Foundation as R1: Doctoral Universities – highest research activity.

DUTIES AND RESPONSIBILITIES

The Dean provides the visionary innovation, leadership, and direction of JABSOM, promoting the medical education, research and clinical care of its units and associated facilities.

The Dean actively and meaningfully promotes the University's commitment to diversity, equity, inclusion, and cultural values. Given the unique character and location of UH Mānoa in the Pacific region, the Dean is expected to embrace the cultural diversity of Hawai'i, and become readily knowledgeable about Native Hawaiian history, culture and health practices, the islands, its people, and Hawai'i's role in the international arena.

The Dean ensures that the vision, mission and goals of JABSOM are aligned with, and supportive of, the vision and strategic mission of UH Mānoa and the University of Hawai'i System, and therefore judiciously balances the best interest of JABSOM with those of the campus, system, and community with the highest level of integrity.

VISIONARY INNOVATION, LEADERSHIP AND MANAGEMENT

Innovates, leads and directs the establishment, promotion, and achievement of short- and long-term development goals and initiatives, in accordance with UH Mānoa campus objectives, to innovate, promote, develop, and manage the instructional, research, and community service missions of JABSOM.

Promotes and maintains a high level of excellence in innovative instructional, research, and training programs through the recruitment and retention of high quality faculty and staff. Oversees the evaluation of JABSOM faculty and staff.

Creates and supports a working climate and environment that fosters positive faculty and staff morale, research productivity, and excellence in teaching. This work is expected to include wide consultation with department chairs, program directors, faculty, and staff on those matters affecting their working environment.

Provides executive oversight of administrative matters, including financial and human resources management, budget planning and execution, procurement and contracts management, health and safety regulations, facilities management, and overall compliance efforts.

Creates and fosters actionable policies and programs that promote diversity, equality, and inclusion in administration, research, training, and academic development.

Advocates for and secures adequate funds from the University, the State and Federal government to sustain JABSOM's instructional, research, and outreach programs, and seeks additional funds from corporate entities, foundations, philanthropic individuals, and other sources to support JABSOM's medical, research and clinical programs. Establishes positive, proactive relationships with potential donors and sponsors. Promotes active communication and builds positive relationships with alumni.

Prepares testimonies and documents relating to JABSOM's programs in response to legislative, State, and/or University inquiries.

Works collaboratively with deans and directors of all UH Mānoa instructional and research units.

Contributes to effective financial and administrative oversight of the HRP while overseeing the educational aspects of the residency programs as the UH Mānoa (ACGME sponsoring institution) liaison and a member of the HRP board of directors.

Serves as the UHP Board Chair/President as outlined in the UH-UHP affiliation agreement and works with UHP board members to maintain the financial and operational sustainability of UHP for the purpose of helping support JABSOM (and other collaborating UH Mānoa health science units), especially in support of the health system academic affiliation agreements supporting JABSOM clinical departments.

Creates and nurtures collaboration among Hawai'i's healthcare providers and the University of Hawai'i to improve healthcare services and access to care for the people of Hawai'i, and

address the physician demand for the State of Hawai'i. Routinely interacts with the healthcare organizations and systems in order to support and develop the innovative education/training and research activities and programs of JABSOM. Seeks to optimize the use of available community-wide resources to support the mission and purpose of JABSOM while also supporting these organizations and avoiding duplication of services.

Coordinates activities with local, national, and international organizations to promote JABSOM.

RESEARCH AND TRAINING

Innovates, manages, facilitates, incentivizes and coordinates JABSOM's research and related graduate education (certificates, MS, Ph.D.) training programs.

Collaboratively articulates and promotes an overall vision for JABSOM's research enterprise.

Ensures the research, training, and service responsibilities of the faculty members and the duties and responsibilities of staff are performed at the highest level of achievement to support and enhance research excellence, and to contribute toward the overall strategic goals of the institution.

Provides innovative and entrepreneurial leadership in the formulation, development, and implementation of research initiatives; supports and mentors faculty in their research endeavors.

Leads and manages technology transfer of biomedical research innovation. Encourages and cooperates with companies and innovation centers in developing the intellectual property of JABSOM faculty. Facilitates and manages faculty involvement in the protection and commercialization of valuable discoveries.

Effectively collaborates with JABSOM program directors, faculty, and staff on research initiatives and financial and infrastructure support requirements.

Creates an environment that fosters positive faculty and staff morale, research productivity, and training excellence.

Encourages, fosters, and promotes rigorous, innovative research led by JABSOM faculty and encourages, fosters, and promotes research collaboration with appropriate research and academic units within the university, the state, nationally, and internationally.

ACADEMIC PROGRAM MANAGEMENT

Promotes and supports excellence in the recruitment, education, training and support of top medical students, postgraduate medical education of residents and fellows, graduate students in biomedical sciences, and undergraduate students in allied health fields and consistent with the UH's mission.

Supports the Problem-Based Learning (PBL) methodology utilized in the medical education program and innovative curriculum development.

Provides executive oversight through direct reports over all aspects of both graduate and postgraduate medical education and of the accreditation processes for these components.

Provides executive management of activities related to the accreditation of all JABSOM educational programs, including LCME and ACGME.

Provides executive leadership in the development, innovation and management of high-quality instructional and student services programs in keeping with the changing needs of the community. Ensures that the clinical primary care and subspecialty needs of the community are met through appropriate student and faculty recruitment. Works with faculty and students in the continuous review, revision, and development of academic programs.

CLINICAL PROGRAM COLLABORATION

Develops and nurtures a collaborative working environment among JABSOM affiliated hospitals, and community institutions and organizations.

Serves as President/Chair of the Board of Directors of the UHP to support academic clinical, educational, and research activities in the health sciences. As outlined previously, work in a collaborative manner with other board members and UHP employees to sustain operations supporting JABSOM and other collaborating UH health science units, especially JABSOM clinical departments embedded within affiliated health system medical groups.

Collaborates with department chairs and health system (including affiliated medical group) executives to strengthen faculty clinical services to the hospitals in an efficient and cost-effective manner.

Collaborates with the appropriate health system executives in the recruitment of high quality clinical faculty and the development of additional clinical programs to serve the people of Hawai'i and the Pacific Rim.

Leads or actively participates in the development of clinical joint ventures with health system executives, independent clinicians, and other community members to further JABSOM's mission.

DEVELOPMENT, CONSTITUENT RELATIONS AND OUTREACH/COMMUNITY ENGAGEMENT

Serves as the executive chief public spokesperson for JABSOM within the University and to external constituencies at the state, national and global levels to further promote JABSOM's reputation, and as needed, collaborate communication with other UH Mānoa health sciences leaders.

Builds community within JABSOM and the state of Hawai'i and works collaboratively to encourage connections to peoples of the Pacific and around the world which advance health and healthcare delivery.

Promotes and supports instructional, research, outreach, and community service programs that serve the community at large and builds upon strong relationships with academic,

community, and agency partners to enhance networking and career opportunities for students and alumni.

Advocates for JABSOM and provides testimony to the legislature to garner financial and other support for JABSOM, in alignment with UH, UHM and statewide priorities.

Partners with UH Foundation and other entities to fundraise and cultivate major gifts. Builds and nurtures new relationships and networking mechanisms among JABSOM's students, staff, faculty, alumni and friends, and other constituencies.

Develops strong relationships, as JABSOM's primary representative, with government officials and legislators at the City, County, State, and Federal levels of government, the Native Hawaiian communities, and the community-at-large.

DIRECT REPORTS

Direct reports are in accordance with the official organization chart.

NATURE AND EXTENT OF GUIDANCE AND DIRECTION RECEIVED

The Dean works under the general supervision of the UH Mānoa Provost, with the exercise of independent, executive-level judgment and initiative, as well as substantive decision-making under broad policy and general operational guidance as set forth by the President, Board of Regents, other University guidelines, and applicable state and federal laws and regulations.

NATURE AND EXTENT OF CHECK OR REVIEW OF WORK

Work is reviewed by the Provost on goals and objectives achieved such as effective program results, successful federal and state audits, successful professional accrediting reviews, development of extramural funding, and alignment with UH and UHM mission and goals.

DESCRIPTION OF CONTACTS WITH OTHER DEPARTMENTS OR UNIVERSITY ORGANIZATIONS, OUTSIDE ORGANIZATIONS, AND THE GENERAL PUBLIC

The Dean provides professional leadership and represents JABSOM and the University in the health sciences community locally, nationally, and internationally. In fulfilling that role, the Dean works with UH executives, administrators, faculty, staff, students, alumni, legislators, state and federal personnel, and business and community members. The Dean's responsibilities also involve extensive collaboration, contact, and dialogue with all health systems, especially the state's teaching hospitals, private companies, corporations, and funding agencies, and with large public organizations advancing health and health care. In addition, the Dean interacts with visiting scientists and other health science groups. The Dean fulfills a leading healthcare advocacy role in the community and is a visible, visionary innovator and leader in advancing quality healthcare in the state in collaboration with the health systems along with business and community members.

MINIMUM REQUIREMENTS

1. An earned MD degree and current American Board of Medical Specialties Board certification.
2. Current unrestricted MD license to practice in the State of Hawai'i or eligible for licensure in the State of Hawai'i.
3. Experience in academic medical settings in the areas of biomedical research, medical education, academic administration, medical school accreditation by the Liaison Committee on Medical Education, and residency/fellowship accreditation by the Accreditation Council for Graduate Medical Education.
4. Five years of demonstrated, successful professional experience at the level of chairperson, leadership in an academic setting (e.g., associate dean), or comparable experience in a medical school or academic medical center.
5. Rank of full professor, or a demonstrated record of comparable professional experience prior to appointment.
6. Demonstrated record of commitment to teaching, research, invention, and service with a successful record of federal and other extramural funding support.
7. Demonstrated commitment to diversity, equity, and inclusion and working with multicultural populations.
8. Demonstrated experience and ability to establish and maintain effective working relationships with multiple and diverse internal and external constituencies, including healthcare organizations, business and community organizations and legislators at the community, State, national and international levels.
9. Strong leadership record with effective interpersonal communication and decision-making skills with commitment to the highest ethical and academic standards.
10. Demonstrated ability to establish partnerships and alliances in support of innovative medical education, research and training, and provide academic leadership in faculty scholarship and research.
11. Demonstrated experience and understanding of the complex administration of medical schools, universities and healthcare organizations including strategic planning, financial and human resources management, clinical operations and faculty practice plans, and facilities and operations management.
12. Demonstrated commitment to building consensus using consultative and collaborative processes, and a solid understanding of shared governance within higher education.
13. Demonstrated ability to successfully fundraise and build partnerships with public and private organizations and individuals.

14. Broad understanding of current national health policy and future challenges to medical education, research and training.

DESIRABLE QUALIFICATIONS

1. Leadership experience in a private or public sector organization or an academic institution at the level of associate dean or higher.
2. National and international recognition and reputation in the health sciences community; ability to command the respect of colleagues in teaching, research, university administration, federal agencies, and other extramural funding sources.
3. Familiarity with or experience in a unionized environment in higher education with varying collective bargaining terms.
4. Understanding and appreciation of the state's unique island and Native Hawaiian culture, and serving as an innovative partner to the State to address healthcare needs in our multicultural communities.