AME Director Responsibilities and Expectations

The Director of the Academy of Medical Educators (AME) is a critical leader in the education of medical students, residents, fellows, and faculty at the University Of Colorado School Of Medicine. The primary goal of the Academy is to create an environment that promotes scholarship in medical education, rewards teaching excellence and enhances the education of our students, residents, fellows, and faculty. Broadly, the responsibilities of this role include the management and enhancement of AME along with all the associated programs (including the teaching certificate program, the teaching scholars program, the small grants program, and the AME awards program). Additionally, AME Director will oversee all operational aspects of the program including the AME budget, HR responsibilities, membership, and events (i.e. Education Scholarship & Innovation Symposium).

FTE Associated with this role:
0.15 FTE

Reports to:
Senior Associate Dean of Education

Direct Reports:

Faculty:
1. Director of the Teaching Certificate Program (0.10 FTE)
2. Director of Online Education/Research & Scholarship/Program Evaluation (0.41 FTE)
3. Co-Directors of the Teaching Scholars Program (2 @ 0.10 FTE)
4. Director of the Residents and Fellows as Teachers Elective (0.15 FTE)

Staff:
1. Academic Services Senior Pro (1.0 FTE)
2. Research Development Staff (0.30 FTE)
3. Administrator (0.10 FTE)

Specific responsibilities:
Administration

- Ensure the continued quality improvement of AME, and create a strategic vision for the ongoing development of AME.
- Manage the AME membership, and ensure that AME is achieving its specific goals including:
  - To develop and sustain a cadre of individuals skilled in medical education
  - To promote and celebrate excellence in education
  - To encourage curricular and teaching innovation
  - To promote educational research and scholarship
- Oversee the operational aspects of AME including:
  - AME budget (approx. $500,000 annually from various sources)
o HR responsibilities of faculty and staff
- Manage the Education Scholarship & Innovation Symposium and provide oversight to the ongoing educational scholarship at the University of Colorado
- Work with Faculty Affairs, oversee the small grants program and ensure that the metrics of success for each grant are successfully met

Teaching Scholars Program (TSP)
- In conjunction with the TSP co-directors, provide oversight to the Teaching Scholars Program and continually improve the TSP curriculum
- Review annual TSP application process and applicants to ensure a robust faculty cohort
- In collaboration with the TSP co-directors, ensure proper assessment of the TSP curricular activities.

iTeach
- Directly oversee the voluntary iTeach peer faculty mentoring program
- Work with AME iTeach mentors to ensure proper feedback to iTeach mentees

Teaching Certificate Program
- Oversee faculty workshops including the Overserved Structure Teaching Evaluation’s and the development of a teaching portfolio
- Collect evaluations on the teaching workshops to ensured continuous quality improvement of the Teaching Certificate Program
- Oversee the growth and development of the five teaching workshops and online modules.

Residents and Fellow as Medical Educators Elective
- Manage the Director of the Resident and Fellows as Teachers Elective and oversee the workshops, teaching practicum, and projects assigned to the trainees
- Collect and manage evaluation of the program to ensure continued success

Apply for the Position
Interested applicants should submit a letter of interest and current CV to Linh Nguyen (linh.t.nguyen@ucdenver.edu) by September 4th, 2018.