

**WASHINGTON UNIVERSITY SCHOOL OF MEDICINE  
JOB DESCRIPTION**

**DATE:** January 2024

**JOB TITLE:** Assistant Dean, Faculty Coaching

**JOB CODE:**

**GRADE:**

**FLSA:** Exempt

**DEPARTMENT:** Office of Faculty Promotions & Career Development

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**POSITION SUMMARY:** The Office of Faculty Promotions & Career Development (OFPCD) at Washington University School of Medicine (WUSM) is responsible for supporting faculty across all ranks, roles, and tracks to develop their careers. The Assistant Dean for Faculty Coaching will support the Associate Dean for Faculty Promotions & Career Development in the development and implementation of developmental coaching programs for WUSM faculty. The Assistant Dean for Faculty Coaching must have training and experience as an executive coach and will be strategic, creative, flexible and a strong communicator who can work well with people from all backgrounds as well as programs and departments of different sizes and foci within and across institutions. The Assistant Dean must have demonstrated evidence of a commitment to the advancement of diversity, equity and inclusion in academic medicine/biomedical science.

**PRINCIPAL RESPONSIBILITIES:**

1. Serve as a central point of contact and collaborate with Departments and Programs to develop and/or expand opportunities for faculty coaching.
2. Develop and implement programs to teach coaching skills, provide coaching certification, and offer individual and group coaching opportunities for WUSM faculty.
3. Work collaboratively across WUSM academic Departments, Programs and Offices to provide consultation, collaborate with Departments, and relevant faculty to create and deliver programming and monitor outcomes.
4. Develop and implement a comprehensive plan to assess the effectiveness of coaching programs.
5. Design, develop and implement mechanisms to track program participation, and facilitate outcomes reports. Collect, analyze and report on data gathered from program participants.
6. Work in conjunction with the OFPCD program or project manager to oversee the creation of an online presence and innovative communication strategies for OFPCD programs.
7. Create and maintain relationships with WashU and community partners, as well as colleagues from peer institutions on a national level to develop evidence-based, contemporary, programming for faculty coaching at WUSM.
8. Collaborate with the Office of Diversity, Equity and Inclusion to develop synergy across programs.
9. Collaborate with the Assistant Dean for Leadership Development to create synergistic programming.
10. Actively participate in the WUSM Faculty Development Community of Practice.
11. Other duties as assigned.

**MINIMUM EDUCATION & EXPERIENCE:** Master's degree required; PhD or MD preferred. Evidence of completion of an executive coach certification program. Three (3)+ years demonstrated experience successfully coaching, as well as leading, directing and evaluating faculty development programs in the health professions, medicine and/or biomedical science, with the ability to effectively collaborate with a range of internal and external partners.

**PREFERRED SKILLS/EXPERTISE:** Up-to-date knowledge of theory and promising practices for **executive coaching in healthcare settings**. Advanced verbal, written, interpersonal communication and analytical skills. Expertise in mentoring and coaching across differences in academic medicine/biomedical science. Ability to communicate complex ideas clearly and to navigate difficult conversations regarding climate and culture, particularly in academic medicine or healthcare settings.

**SUPERVISION EXERCISED:**

Supervision is exercised over OFPCD Program Manager or Project Manager.

**SUPERVISION RECEIVED:**

Supervision is received from the Associate Dean for Faculty Promotions & Career Development.

**EFFORT SUPPORT:**

0.25 FTE; appointment will be for a 3-year term, with the option to renew.

**TO APPLY:**

Submit a CV and cover letter outlining interest, relevant experience and qualifications for the position to:

Renée A. Shellhaas, MD, MS  
Associate Dean, Office of Faculty Promotions & Career Development  
Washington University School of Medicine in St. Louis  
660 South Euclid Avenue  
St. Louis, MO 63110  
rshellhaas@wustl.edu

**Application deadline:** 5pm central time, March 22, 2024.