



**School of Medicine and Public Health  
Associate Dean of Human Resources  
Position Description  
2018**

The University of Wisconsin–Madison invites nominations and applications for the position of associate dean of human resources in the School of Medicine and Public Health (SMPH).

This is a senior leadership position in the University of Wisconsin–Madison School of Medicine and Public Health (SMPH), reporting directly to the dean of SMPH, [Robert N. Golden](#). This position requires significant experience working across departments and influencing stakeholders at all levels. The associate dean of human resources will oversee all facets of Human Resources administration and delivery of HR services to a large, complex, and highly matrixed School of Medicine and Public Health.

The associate dean will build upon a newly centralized human resource model, clarifying roles, responsibilities, and processes in order to deliver an exemplary level of customer service which is consistent across all departments of SMPH. S/he will need to develop and enhance a culture of respect, collaboration, and true partnership among the HR teams and the departments they serve.

The successful candidate will possess: a demonstrated track record of leadership in a complex environment; excellent communication, writing, research, presentation, and team building skills; proven ability to apply good judgement, maintain confidences, and manage confidential information; and the ability to take initiative in solving problems and devising creative solutions with minimal supervision.

**About the University**

Founded in 1848, the [University of Wisconsin–Madison](#) is the flagship, public land-grant university of the state of Wisconsin and a world-class teaching and research institution. It is home to a dynamic and diverse community of 43,000+ students and more than 20,000 employees who share a strong sense of school spirit, a commitment to both service and scholarship, and a deep appreciation for the institution’s academic rigor. Last September, UW-Madison was ranked 12th among public institutions in U.S. News & World Report. The university values its reputation for academic excellence and educational innovation and has made a strong commitment to progress in areas of [diversity and inclusion](#).

Among the world’s leading universities, the University of Wisconsin–Madison is distinctive in its scale and breadth, the premium it places on its relevance to society, and its commitment to inclusivity in the broadest sense. One of the longest and deepest traditions surrounding the University of Wisconsin is the [Wisconsin Idea](#). The “Idea” signifies a general principle: that education should influence people’s lives beyond the boundaries of the classroom. Synonymous with Wisconsin for more than a century, this

“Idea” has become the guiding philosophy of university outreach efforts in Wisconsin and throughout the world.



Built on an isthmus, UW–Madison and the city of Madison seamlessly blend together, creating opportunities and an atmosphere unlike any other campus. UW–Madison’s 936-acre campus spreads out along Lake Mendota, one of Madison’s five lakes. [The Memorial Union and the Terrace](#), the heart of UW–Madison for 90 years, is positioned on Lake Mendota, making it a perfect spot to gather, encounter local music, craft brews, farm to table food and outdoor art. Wisconsin’s Capitol building is iconic in the Madison skyline and is connected

to the university campus by State Street, which offers cafes, shops and restaurants. With a population of more than 250,000, Madison offers the perfect combination of natural beauty, stimulating cultural offerings, and vibrant nightlife. For more information on Madison, WI, please visit [here](#).

### **School of Medicine and Public Health**

[The School of Medicine and Public Health](#) (SMPH) is one of the 12 major schools and colleges that make up the University of Wisconsin–Madison. From creating academic programs that target areas of health professional shortage to becoming the nation's first school to integrate medicine and public health, SMPH consistently strives to be on the forefront of health care innovation through service, science, scholarship, and social responsibility.

SMPH has a long-standing, school-wide commitment to the Wisconsin Idea of using the resources of the university to meet the community needs of the entire state. As an integrated school of medicine and public health since 2005, SMPH is continuing to build a new and better infrastructure for the promotion of health and the prevention, diagnosis, and treatment of disease for the people of Wisconsin, which will then serve the nation as the leading model for improving the health of the public. For more information on SMPH’s strategic plan, please visit [here](#).



The University of Wisconsin School of Medicine and Public Health partners and collaborates with UW Health, an integrated regional academic health system, to fulfill its shared patient care, research, education, and community service missions. UW Health is a nationally recognized health system that serves more than 600,000 patients each year in the Upper Midwest and beyond with 1,400 physicians and 16,500 staff. It consists of six hospitals and 80 outpatient sites, including University Hospital, UW Health at The American Center, American Family Children's Hospital, and UW Carbone Cancer Center.

The School of Medicine and Public Health is a large, complex organization with more than 4,183 employees comprised of approximately 1,643 faculty, 2,078 academic staff, and 462 university staff appointed across the School's 27 departments, ten centers, six institutes, and the administrative and academic units of the Dean's Office. The associate dean of human resources will supervise a staff of 70 centralized human resources and payroll professionals who support, serve, and strive to deliver exemplary service to the dedicated employees of SMPH.



### **The next Associate Dean of Human Resources**

The incoming associate dean of human resources will have responsibility for administrative functions within the dean's office and oversight of all human resources functions in the SMPH. This position reports to the dean of SMPH with a matrix relationship to other senior associate and associate deans. The associate dean also collaborates with UW Health, the clinical arm of the SMPH, and the University Office of Human Resources in order to provide consistent, accurate, and exemplary service to SMPH's employees. Working as part of a collegial and collaborative team, the next associate dean of human resources will have the opportunity to:

**Provide effective, efficient leadership in delivering HR services with an exemplary level of service:** The incoming associate dean will coach, support, and develop the centralized HR team and its functions to provide excellent customer service and consistency across all of SMPH's 27 departments, 10 centers and six institutes. S/he will provide clarity on individual roles, processes, and procedures within the HR teams to help facilitate the timely, accurate, and high level of service to SMPH employees. The new

associate dean will need to continue to nurture, develop and support the new shared services/business partner model.

**Foster partnership, communication, and collaboration within a complex matrixed environment:** As a senior HR professional, the successful candidate will leverage his or her deep HR knowledge to effectively collaborate with SMPH leadership, including department chairs and leadership within the University Office of Human Resources and UW Health, to implement human resource strategies that support the objectives and the mission of SMPH. Additionally, the associate dean will collaborate closely with the associate dean of faculty affairs and development, serving as a primary resource on faculty governance issues, including interpretation of UW–Madison and SMPH policies. The associate dean also works collaboratively with colleagues within UW Health. Clinical faculty are dually employed by the university and the clinical organization.

**Analyze, reinforce, and strengthen the HR structures, policies, and procedures of SMPH:** The incoming associate dean will need to bring a nuanced understanding of HR policies and procedures and apply them to a variety of complex matters. S/he will need to interpret university policy from multiple sources, analyze multiple data sets to draw appropriate inferences, and develop recommendations on complex, pressing issues facing SMPH. The associate dean will need to present facts and policy recommendations while carefully considering the impact of such solutions on SMPH’s multiple stakeholder groups.

**Embody and promote strong commitments to diversity and inclusion:** SMPH is committed to a diverse, fair, and open working environment. The new associate dean for human resources is expected to contribute to ongoing dialogue in this space and lead efforts to shape and support such a climate. The successful candidate will be expected to play a significant role in the SMPH’s current three-year initiative to enhance the learning and working environment. Additionally, the next associate dean will collaborate with the associate dean for equity, inclusion, and engagement to ensure a commitment to diversity and inclusion in hiring and retention of faculty and staff.

The School of Medicine and Public Health has a deep and profound commitment to diversity both as an end in itself but also as a valuable means for eliminating health disparities. As such, we strongly encourage applications from candidates who foster and promote the values of diversity and inclusion.

In addition to the key opportunities above, duties and responsibilities for the next associate dean include:

- Developing a strategic approach for the HR service delivery needs of SMPH;
- Continuing the development of a shared services/business partner service delivery model with the basic and clinical science departments;
- Managing all phases of the employee life cycle including recruitment, appointment, orientation, evaluation, promotion, and retention;
- Administering HR services and policies including: annual performance evaluations; leave programs, payroll, benefits, and compensation programs; and university policies and procedures related to personnel matters;
- Overseeing employee relations, including direct involvement in areas of significant risk for the school, such as grievances, legal actions, and faculty performance management issues;
- Creating and delivering appropriate professional development programs for administrative employees;

- Providing education and training to HR business partners and managers;
- Benchmarking against relevant peer organizations' current policies, processes, trends, and practices in HR service delivery;
- Utilizing HR analytics to optimize customer service; and
- Assisting the dean and fellow associate deans with key projects.

**Degree and area of specialization:**

Master's degree in relevant discipline such as business or health care administration.

**Desired qualities and characteristics:**

Highly qualified candidates should possess the following qualities:

- Minimum of ten years of involvement in human resources activities, including experience managing complex personnel matters;
- Preferred knowledge and experience in a school of medicine and/or public health;
- Human resource leadership experience;
- Proven ability to engage and develop staff, foster teamwork, innovation, continuous learning, and a respectful workplace;
- Demonstrated success as a strategic, collaborative, action-oriented and creative leader who can operate in an environment of ambiguity;
- Ability to advocate for important issues using effective written and oral communication skills;
- Ability to explain details to a broad audience, while maintaining a broad strategic perspective;
- An understanding and appreciation of the diverse missions and constituencies of a major public research university;
- A commitment to diversity among faculty and staff and to advancing an inclusive climate that stimulates excellence;
- Superior judgement, conflict resolution, negotiating, and creative thinking skills to solve complicated personnel and organizational issues;
- Demonstrated project management and facilitation skills in an environment with multiple and competing priorities and deadlines;
- Flexibility, thoughtfulness, and accountability;
- Passion for the work and ability to be approachable to others; and
- Desire to be a team player and leader for whom SMPH comes ahead of the function.

**Application Instructions**

Applications and nominations must be received by **October 28, 2018** to ensure consideration. To apply for this position please submit a resume/CV with a cover letter briefly describing your qualifications relevant to the position.

Please submit inquiries, nominations and application materials to:

**Tom Fitch, Partner, and  
Amanda Bennett, Senior Associate**  
Storbeck/Pimentel & Associates  
[UWMadisonSMPHHR@storbecksearch.com](mailto:UWMadisonSMPHHR@storbecksearch.com)

*UW–Madison is an equal opportunity/affirmative action employer that promotes excellence through diversity and encourages all qualified individuals to apply.*