Dr. Bess Sirmon-Taylor is the Associate Dean for Academic Affairs. In this position, she is responsible for providing leadership, strategic direction, and assistance around all matters related to academic portfolio management and evaluation, educational innovation and integration, compliance, and accreditation.

The Associate Dean for Academic Affairs is responsible for overall integrity, leadership, management and evaluation of the undergraduate, graduate and certificate programs in the College of Health Sciences. Additionally, the Associate Dean for Academic Affairs maintains relationships with external entities and provides leadership in the areas of admission, recruitment, retention, and graduation of students, and the resources they require to participate in the programs.

**Major Essential Functions**

**Academic Affairs**

- Guides the College in meeting University requirements, and evaluates the integration of the mission and vision of the College and University within academic programs;
- Contributes to the development of strategic initiatives and planning for CHS, including conducting analyses of college-wide capacity, enrollment management, student progression, and teaching quality;
- Identifies, develops and supports faculty-driven initiatives that will enhance not only faculty, staff and student success, but also UTEP’s role as a national leader in 21st century public higher education;
• Oversees annual reporting activities designed to ensure program and educational quality, as well as compliance with all relevant accrediting and professional licensing bodies, including SACSCOC and THECB cyclical review of graduate programs, and evaluation of annual pass rates for board exams;
• Leads curriculum development and teaching evaluation and enhancement efforts, including faculty evaluations, SoTL, CHS IPE activities, and facilitation of faculty professional development programs and activities;
• Provides guidance and leadership for campus-based clinical activities, including oversight of the Speech and Hearing Clinic, Concussion Management Clinic, and Rehabilitation Counseling Clinic
• Conducts or directs special projects as assigned; and acts in other matters and capacities as delegated by the Dean.

**Student Affairs**
• Develops and administers academic policies and procedures; provides oversight of the Student Support Center and academic advising procedures;
• Provides leadership on initiatives to enhance students’ experience, and support successful and timely program completion;
• Integrates CHS academic programs with university academic support systems to ensure well-integrated plan of operation;
• Manages student grievances and conduct issues that come to the Dean’s Office
• Conducts or directs special projects as assigned; and acts in other matters and capacities as delegated by the Dean.