



## **Assistant Dean of Operations Services, Assessment, Continuous Quality Improvement and Accreditation - College of Medicine, California Northstate University, Elk Grove, CA**

**Employment:** 1.0 FTE, exempt, renewable non-tenure position

**Supervisor:** Associate Dean of Medical Education

**Education:** M.D. or PhD with background in education

**Salary:** \$120,000-150,000/Year

**Experience:** At least two years of academic administrative experience in a college or university setting as program director, department chair, dean, or equivalent focused in the areas of pedagogy and instructional technology. Experience leading collaborative teams.

### **Position Summary:**

Leads the Office of Operations Services, the *Assistant Dean of Operations Services, Assessment, Continuous Quality Improvement (CQI) and Accreditation* provides leadership and coaching that focuses on continuous improvement that inspires and assures innovative curricula and pedagogy, high levels of faculty-student engagement, and a faculty culture devoted to student learning and success. The Assistant Dean leads the development and assessment and evaluation of operations in a manner that serves the best interest of students, maintains the highest standards of academic integrity in accordance with the mission, core values and purposes of the college.

### **Essential Functions**, but are not limited to:

- Serves as a member of the Dean's Executive Committee.
- Collaborates with College and University leadership and staff in supporting a student focused teaching and learning environment.
- Maintain an updated faculty profile in the areas of teaching, scholarship, and service.
- Works with Dean and Accreditation team in all aspects of functions and activities including, but not limited to gathering & presenting data relevant to demonstration of compliance with accreditation standards.
- Resolves issues of data compliance and inefficiency, uncovering root causes.
- Evaluates evidence-based best practices for teaching effectiveness.
- Course level teaching and other duties as assigned.
- Establishes metrics for faculty performance, compiles data, holds forums for analysis and use, and recommends changes based on findings to ensure data-driven strategic planning for institutional effectiveness.
- Holds regular focus groups with faculty and students to provide information for ongoing improvement of courses.



- Oversee and design assessment plans, experimentation strategies to support COM's academic improvement.
- Analyze assessment data from a variety of sources and develop assessment reports that include recommendations for improvement of the academic program.
- Plans for and assists in the direct and indirect assessment of student learning outcomes and develops measurement instruments to analyze student performance.
- Develops survey instruments and analyzes survey results.
- Prepares reports summarizing analysis of assessment data.
- Provides instruction, training, and technical guidance to faculty and staff in areas of assessment/measurement development and implementation.
- Plans for and leads the program review process and provides timely reports on program evaluation practices, regulatory compliance developments, student diversity, accreditation requirements, program-specific standards, and other performance benchmarks.
- Develops College Annual Report for Assessment & Evaluation
- Ensures that meaningful indicators of effectiveness for COM's academic programs are clearly identified and leads the coordination of relevant assessment activities.

### **Organizational Accountabilities:**

#### Teamwork

Demonstrates ability to work harmoniously with others to get a job done expeditiously and with a positive attitude. Attitude promotes a positive work environment with respect for others and resolves issues and conflicts professionally. Communicates effectively with other faculty, staff, students, and preceptors by offering constructive suggestions which enhance team performance.

#### Leadership

Acts in a self-directed manner; initiates appropriate action before being directed by others or forced to react by events. Seizes opportunities to be proactive in avoiding potential problems. Adapts to changing conditions; willingness to accept challenging or difficult assignments. Inspires excellence and commitment by others.

#### Planning

Determines resources and initiates any action required to accomplish Program objectives. Sets priorities and manages time effectively. Identifies potential problems as well as opportunities for resolution, and plans contingent actions, as appropriate.

#### Professional Development

Demonstrates and maintains a competent level of administrative leadership duties in accordance with the College's policies and position certification requirements. Exhibits professional growth through continuous improvement; participates in relevant training and educational programs on and off campus.

#### Results Orientation



Focuses effort and resources toward the completion of tasks and assignments; realization of program goals and fulfillment of the College's Mission. Demonstrates ability to adjust priorities appropriately, assess progress critically; and overcome barriers effectively to attain results.

**Knowledge, Skills, Abilities:**

- Ability to manage complex organizational tasks.
- Knowledge of the latest trends in evaluating student performance.
- Knowledge of statistical analysis.
- Solid interpersonal skills.
- Current knowledge of LCME expectations for LCME Standards and Elements.
- Ability to mediate conflict with grace and humility.
- The skill to speak and write clearly and concisely.
- Excellent leadership abilities.

**Submit your application and for any additional information contact [hr@cnsu.edu](mailto:hr@cnsu.edu).**

- Cover letter of interest that addresses qualifications, experience and career goals
- Resume/CV
- Names, addresses, and telephone numbers of at least three (3) professional references

**Equal Opportunity Employer Statement**

California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status.