



Associate Dean for Clinical Affairs California Northstate University College of Medicine, Elk Grove,CA

Title: Associate Dean for Clinical Affairs
Classification: Full-Time, 1.0 FTE, Exempt
Supervisor: Dean, College of Medicine
Education: M.D.

Position Summary

The Associate Dean for Clinical Affairs provides strategic and operational leadership for the Department of Clinical Education and oversees all clinical education activities within the College of Medicine. This position is responsible for supervising clinical education operations, affiliated clinical training sites, clerkship administration, faculty development, clinical partnerships, and accreditation-related functions associated with clinical education.

The Associate Dean serves as a senior academic and administrative leader and works collaboratively with University leadership, affiliated healthcare organizations, faculty, clerkship directors, students, and clinical partners to ensure high-quality clinical education experiences consistent with the mission and accreditation standards of the College of Medicine.

Essential Duties and Responsibilities: *Carry out the responsibilities of the department including, but not limited to:*

Leadership and Administration

- Provide leadership and administrative oversight for the Department of Clinical Education.
- Supervise and support the Department Chair for Clinical Education, Clerkship Directors, preceptors, clinical faculty, coordinators, and staff.
- Lead strategic planning, development, and operational management for clinical education programs and affiliated clinical training activities.
- Develop and maintain strong partnerships with affiliated hospitals, healthcare systems, clinics, and community organizations.
- Collaborate with College leadership regarding clinical education initiatives, growth, and program development.
- Support faculty recruitment, development, evaluation, and retention related to clinical education.



Clinical Education Oversight

- Oversee clinical clerkships, clinical rotations, and affiliated training sites for third- and fourth-year medical students.
- Ensure appropriate clinical placement opportunities, educational resources, and teaching faculty availability.
- Monitor quality, consistency, and effectiveness of clinical learning experiences across all clinical sites.
- Collaborate with Clerkship Directors and faculty regarding curriculum delivery, student assessment, and educational outcomes.
- Ensure clinical training environments support professionalism, student safety, and educational excellence.
- Coordinate and oversee affiliation agreements, onboarding requirements, and compliance related to clinical training sites.
- Support the development and implementation of policies and procedures related to clinical education.

Accreditation and Compliance

- Lead accreditation readiness, compliance monitoring, and continuous quality improvement activities related to clinical education.
- Collaborate with institutional leadership in preparation for accreditation reviews and site visits.
- Ensure compliance with LCME standards, University policies, affiliation agreements, and applicable regulations.
- Oversee collection, analysis, and reporting of clinical education data and outcomes.
- Collaborate with institutional committees and leadership regarding accreditation and quality improvement initiatives.

Operations and Budget

- Assist with budgeting, operational planning, and resource allocation for the Department of Clinical Education.
- Monitor staffing, facilities, contracts, and operational support related to clinical education activities.
- Participate in strategic planning regarding expansion of clinical training sites and educational partnerships.
- Work collaboratively with administration to identify operational improvements and growth opportunities.

Student and Faculty Support

- Promote a positive, professional, and supportive clinical learning environment for students and faculty.
- Address concerns related to clinical education, clerkship experiences, and affiliated training sites.
- Collaborate with Student Affairs, Curriculum Committee, and Academic Affairs regarding student progress and success.



- Support faculty development, mentoring, and training initiatives for clinical faculty and preceptors.

Faculty Affairs Oversight

- Provide strategic leadership and oversight of the Office of Faculty Affairs, including supervision of the Assistant Dean of Faculty Affairs and coordination of faculty affairs operations across the College.
- Work collaboratively with the Assistant Dean of Faculty Affairs to support faculty recruitment, onboarding, orientation, development, mentoring, promotion, retention, and recognition initiatives.
- Assist in the development, implementation, and review of faculty policies, procedures, and best practices.
- Support faculty appointment, reappointment, promotion, and tenure processes, as applicable.
- Collaborate with academic leadership to promote faculty engagement, professional development, and academic success across the College.
- Oversee faculty development programs and initiatives designed to enhance teaching, scholarship, service, leadership, and professional growth.
- Ensure faculty affairs activities align with institutional policies, accreditation requirements, and strategic priorities.
- Serve as a resource to faculty and academic leaders on matters related to faculty development and academic affairs.

Other Duties

- Perform other duties and special projects as assigned by the Dean.

Required Qualifications

- M.D. or D.O. degree from an accredited institution.
- Current eligibility for medical licensure in California.
- Minimum of five (5) years of leadership or administrative experience in clinical medicine, medical education, or academic healthcare settings.
- Experience with clinical education administration and affiliated clinical training programs.
- Knowledge of LCME accreditation standards and medical education requirements.
- Demonstrated leadership, organizational, and operational management skills.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work collaboratively with faculty, students, administrators, healthcare systems, and community partners.



Preferred Qualifications

- Experience serving in a leadership role within medical education. (e.g., Chief Medical Officer, VP for Clinical Affairs).
- Experience managing affiliated clinical partnerships and clerkship programs.
- Experience with curriculum development, faculty development, and accreditation processes.
- Academic rank of Associate Professor or Professor preferred.

Knowledge, Skills, and Abilities

- Strategic leadership and operational management
- Clinical education administration
- Accreditation and regulatory compliance
- Faculty supervision and development
- Budgeting and resource management
- Conflict resolution and decision-making
- Ability to manage multiple priorities and projects
- Commitment to academic excellence and student success
- Exceptional interpersonal communication skills (e.g., with students, faculty, etc.)
- Commitment to professional excellence

Work Environment

Work is primarily performed in academic, clinical, and office settings with occasional travel to affiliated clinical sites and partner organizations.

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume with at least three references. All candidates are asked to provide a cover letter, articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, curriculum vitae, list of references, and any additional information to hr@cnsu.edu. This email address is being protected from spambots. You need JavaScript enabled to view it. Review of applicants will begin immediately and will continue until positions are filled.

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.