



Assistant Dean of Faculty Affairs and Development College of Medicine, California Northstate University, Elk Grove, CA

Employment: 0.5 -1.0 FTE, exempt, renewable non-tenure position

Supervisor: Dean of the College of Medicine

Education: M.D. with background in education

Salary: \$140,000-220,000/Year/1.0 FTE \$5,000-\$20,000 Stipend

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:

The *Assistant Dean of Faculty Affairs and Development* provides leadership, mentoring 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 of Faculty Affairs and Development assists in professional development and delivers faculty training 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.
- Facilitates mentoring, coaching and training of faculty across the college that assures high levels of faculty-student engagement and faculty mentoring of students (including various pedagogical approaches such as collaborative group learning, interactive engagement, inquiry-based learning, course based research experiences, etc.)
- Collaborates with college chairs in faculty training and professional development.
- Holds regular focus groups with faculty to provide information for ongoing improvement of courses.
- Development and maintenance of faculty profiles.
- Manages faculty databases and rankings database for reporting, appointments, renewals, and promotions.
- Collaborates with the Assistant Dean of Assessment and 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.



- Work with the Dean and accreditation team in all aspects of accreditation functions and activities, including collecting, organizing, analyzing, and presenting data to demonstrate compliance with applicable accreditation and regulatory standards, including but not limited to those established by the WASC Senior College and University Commission (WSCUC), California Bureau for Private Postsecondary Education (BPPE), and Liaison Committee on Medical Education (LCME).
- Collate student and faculty research activities, publications, grants, and other scholarly activities, as applicable, to demonstrate compliance with accreditation standards related to research and scholarly engagement.
- Maintain an updated faculty profile in the areas of teaching, scholarship, and services.
- Course level teaching and other duties as assigned.

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 faculty 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.

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.

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. Review of applicants will begin immediately and will continue until positions are filled. For inquiries, please contact us at: e-mail: hr@cnsu.edu and/or telephone: (916) 686-7300.