



DEAN, College of Dental Medicine, Sacramento, California, USA

POSITION TITLE:	Dean
REPORTS TO:	President & CEO
WORK SCHEDULE:	Monday – Friday, full time, Exempt
QUALIFICATIONS:	Education: DDS or DMD Degree, licensed to practice in California
CLOSING DATE:	Open until filled.

I. Obligations of the Dean:

The information provided below is a general description of responsibilities; it is not intended to provide an all-inclusive list of responsibilities.

Hours: The Dean of the College of Dental Medicine shall have a full-time equivalent ("FTE") of 1.0 to be performed from his office.

II. Responsibilities:

1. The Dean is currently recognized as the chief academic officer of the College of Dental Medicine. As such, s/he will provide extraordinary leadership to enhance the academic, cultural, clinical and fiscal environments of the College.
2. The Dean shall forward and advocate the policies of the College at all academic and public levels and shall be further responsible for keeping the faculty and staff informed of any decisions, activities or plans generated which affect the operation of the system at large, be it at the university or governmental level.
3. The Dean is directly responsible for the recruitment and recommendation of appointments of departmental chairs who serve at the pleasure of the Dean. The Dean establishes periodic review of the achievements and performance of administrators and chairs within the College of Dental Medicine.
4. The Associate and Assistant Deans (and Directors) are recruited and recommended by the Dean of the College of Dental Medicine for approval of the hiring and appointment by the President who has the delegated authority by the Board of the Trustees.

5. The Dean or his/her designated representative shall confer on a regularly scheduled basis with the Departmental Chairs and the various committees established by the College of Dental Medicine.
6. The Dean shall assist in the appointment of those committees (faculty-based) which aid in their ability to perform their duties, except where prohibited by established procedure or policy. The Dean shall also appoint those institutional committees as required by accrediting and governmental agencies.
7. The Dean shall convene annually with the faculty to review the general progress of the College of Dental Medicine at all pertinent levels of development and administration.
8. The Dean is responsible for ensuring that all accreditation requirements of the CODA and WSCUC are successfully met, including the timely submission of all reports and notices.
9. The Dean shall provide oversight and maintain accountability of Department Chairs and faculty performance.
10. The Dean shall be responsible for budgetary compliance and financial sustainability through responsible budgeting and spending oversight. Additionally, other fiscal responsibilities shall include revenue enhancement (when the opportunity arises), participation in University efforts to cultivate philanthropic endowments and annual donation and gift giving campaigns or initiatives.
11. The Dean is responsible for Approval authority, fiscal authority within the approved college budget, personnel decisions, student success, and educational effectiveness.
12. The Dean is responsible for establishing and maintaining a campus environment that is conducive to collegiality, teaching, learning, excellent patient care, intellectual discourse, and character and citizenship.
13. The Dean is responsible for establishing clinics and clinical operations in compliance with HIPPA, FERPA, and CDC guidelines focused on patient care and teaching excellence

III. Performance Expectations: The following is a list, but not limited to, of performance areas that will be subject to annual and or periodic performance appraisal.

1. Leadership:

- Provide effective leadership in carrying out the mission of the College

2. Management:

- Serve as the chief academic officer of the college
- Maintain an effective team of college administrators which shall be responsible for all aspects of the operations of the college and shall be accountable to the University Administration
- Provide oversight of the oral health clinics and training dental operatories to ensure quality of care, provision of care, and fiscal sustainability.
- Establish a management structure to operate oral health clinics and training dental operatories that are in compliance to all applicable the laws and regulations.
- Lead the College to meet and maintain all applicable accreditation requirements
- Establish performance indices to assess and evaluate the effectiveness of the teaching, learning, and training processes of the dental education program
- Maintain and establish a full compendium of policies and procedures

- Maintain oversight of curriculum development to ensure compliance with all State and Federal regulations, as well as industry standards
- Implement an effective personnel system, i.e. recruitment, development, retention, evaluation of the College Administrators, faculty and staff
- Establish, design, and supervise an effective administrative structure that promotes performance, accountability, sub-structure within the College
- Make effective use of, and appropriately allocate, all resources (personnel, money, equipment, space)
- Manage and maintain institutional facilities in a satisfactory manner within available resources
- Implement institutional objectives by proper planning and budgeting
- Ensure sound fiscal management
- Ensure academic soundness in activities of students and faculty

3. Planning:

- Provide a clear and well-defined vision of the College consistent with the Strategic Plan and the education mission of the University

4. Academic Quality:

- Understands differences among educational programs
- Promotes efforts to improve quality in academic programs and achieves professional accreditation
- Recruits and retains able faculty
- Encourages institutional efforts to promote student success as defined as student progression, retention, and graduation rates
- Ensure curricular success in Student performance

5. Human Relations and Public Relations:

- Demonstrate effective human relation skills with subordinates, faculty, staff, students, community leaders, and others associated with the institution
- Establish a system of annual performance evaluation of the faculty and staff
- Maintain excellence in public relations with the internal and external communities
- Be a strong and persistent advocate for the institution in its relations with state and local governments, private sector, and the general public

6. Responsibility to the President's Office:

- Inform the University President regarding significant matters affecting the institution
- Participate in fulfilling CNU vision and implementing strategic initiatives
- Insure that all decisions are legal, ethical, and in compliance with policies and procedures of the University

7. Resource Development:

- Engage in effective external resource development