



JOB DESCRIPTION AND SPECIFICATIONS

JOB TITLE:	Dean of College of Dentistry
SUPERVISOR:	President/CEO of California Northstate University (CNU)
QUALIFICATIONS:	Education: D.D.S. Degree, licensed to practice in California Experience: Extensive experience in teaching and academic administration

California Northstate University is dedicated to educating, developing, and training the next generation of healthcare professionals. After establishing the College of Pharmacy, College of Medicine, College of Psychology, and the College of Health Sciences, CNU now is seeking a Dean that can successfully develop, inaugurate, and manage the new College of Dentistry. Graduates will have the knowledge, skills, and training necessary to take the next steps in becoming a practicing, licensed dentist.

It will be the Dean's responsibility to create this program within the established tenants of the University. Under the general guidance of the President and the other university officers, the Dean must develop the policies and procedures governing the program, create a comprehensive budget, and hire both the faculty and support staff to deliver high quality dental education. The Dean must maintain oversight of the faculty that are responsible for the overall curriculum, admission criteria, and degree requirements of the College.

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 Dentistry shall have a full-time equivalent ("FTE") of 1.0 to be performed from his office.

B. Responsibilities:

1. The Dean is currently recognized as the chief academic officer of the College of Dentistry. As such, s/he will provide extraordinary leadership to enhance the academic, cultural, 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 Dentistry.

4. The Associate and Assistant Deans (and Directors) are recruited and recommended by the Dean of the College of Dentistry for approval of the hiring and appointment 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 Dentistry.

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 Dentistry at all pertinent levels of development and administration.

9. 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 of planning for substantive changes.

10. The Dean shall provide oversight and maintain accountability of Department Chairs and faculty performance.

11. 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.

12. The Dean is responsible for Approval authority, fiscal authority within the approved college budget, personnel decisions, student success, and educational effectiveness.

13. The Dean is responsible for establishing and maintaining a campus environment that is conducive to collegiality, teaching, learning, intellectual discourse, and character and citizenship.



II. 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 keep performance indexes 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

IV. Reporting Relationship: The Dean of Medicine will report directly to the University President and shall prepare an annual composite report, in addition to providing intermediate summaries as dictated by the University President and the Board of Trustees.

Qualifications:

Specific requiring qualifications include, but not limited to:

- A D.D.S. from an CODA accredited program
- A license to practice in the state of California
- A minimum of 5 years management experience with 3 at the executive level
- Experience developing large, full scale programs
- Experience managing a staff, both professional and ancillary
- Experience submitting and managing detailed budgets
- A proven track record of writing and approving policies and procedures
- Experience evaluating program and employee effectiveness
- Experience hiring, retaining, and disciplining staff
- Knowledge of accrediting standards, including WSCUC and CODA
- Experience in overseeing or managing a dental clinic or equivalent experience in an academic training dental operatory.
- Comprehensive knowledge of the discipline of dentistry

Additional preferred qualifications:

- Experience working on teams with a variety of healthcare professionals
- Experience in academic affairs or curriculum management
- Experience in precepting or teaching in postgraduate dental residency program
- Experience in either endodontics, oral and maxillofacial pathology, oral and maxillofacial radiology, oral and maxillofacial surgery, orthodontics and dentofacial orthopedics, pediatric dentistry, periodontics, prosthodontics, or dental public health
- Experience in overseeing or managing or establishing a governmental funded dental care clinic
- Knowledge of local training opportunities
- Prior teaching experience at various academic levels
- The ability to analyze complex problems and provide solutions
- Excellent leadership skills
- The ability to speak and write clearly and concisely
- Establishment of positive and harmonious relationships with others
- Proven excellence in public speaking
- Previous experience representing a large organization to the public
- In-depth prior experience with both human and public relations



CALIFORNIA NORTHSTATE UNIVERSITY

APPLICANT SHOULD SUBMIT

- Cover letter that addresses qualification, experience, and career goals
- Resume/CV
- Name, addresses, and telephone numbers of at least (3) professional references

Please send all application materials to the HR Department at hr@cnsu.edu, or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757. CNU is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply.

**This is an anticipatory search.

*** Competitive Salary and benefits information will be available to those selected for interview.