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Assistant Dean of Curriculum, College of Dentistry, Elk Grove, CA

Title: Assistant Dean of Curriculum
College: Dentistry
Classification: Fulltime, exempt, 12-month appointment
Supervisor: Dean, College of Dentistry
Education: Doctorate
Experience: An enduring track record of curriculum leadership, management, evaluation and quality.

College Overview:

California Northstate University College of Dentistry (CNUCOD) is seeking outstanding candidates for the position of Assistant Dean of Curriculum. As an academic leader, the assistant dean articulates the mission, vision, and values of the curriculum; stimulates collaborative endeavors to improve all academic programs; promotes educational innovations and research; seeks and supports external funding opportunities; advocates for improved learning space and participates actively in continuous educational quality improvement. The assistant dean serves as a member of the education leadership team, works most closely with the Associate Dean of Academic Affairs and engages collaboratively with other deans and directors.

Job Summary:

The Assistant Dean of Curriculum is responsible for the resources necessary to conduct and evaluate the curriculum, oversees the curricular aspects of the College of Dentistry, created communication mechanisms, evaluation procedures and accountability structures to ensure educational excellence. The position is full-time, non-tenure, 12-month appointment, salary commensurate with skills and experience. The Assistant Dean reports directly to the Dean of the College of Dentistry and works collaboratively with the members of the Executive Committee.

Job Responsibilities:

Specific responsibilities include, but are not limited to:

- Serve as a member of the Dean's Executive Committee;
- Assists the Dean with all stages of accreditations (WSCUC, CODA etc) and regulatory processes;



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- Responsible for strategic and action planning with members of the Curriculum Committee and with other faculty members as well as the Dean's office;
- Responsible for CODA and WSCUC compliance and readiness;
- Assists the Dean with the college's strategic plans;
- Responsible for integrating the dental professional entrusted competencies into the curriculum design.
- Responsible for mapping the dental professional entrusted competencies into the curriculum.
- Working with the University's Institutional Research (IR) Department to deconstruct the entrusted competencies into program learning objectives/outcomes (PLOs), course learning objectives/outcomes (CLOs), and student learning objectives/outcomes (SLOs).
- Develop the longitudinal progression relationship amongst PLOs, CLOs, and SLOs.
- Working with Department Chairs and faculty in distributing the PLOs, CLOs, and SLOs at course and lecture levels.
- Responsible for developing rubrics for assessing the attainment of competencies through the use of PLOs, CLOs, and SLOs in formative and summative assessments of student performance.
- Responsible for developing rubrics for assessment with the University's IR Department for assessment, quality improvement, and program review.
- Maintains a strong academic program in dentistry that appropriately uses technology, contemporary teaching modalities, and fosters interprofessional education;
- Responsible for enhancing programs and improving learning through faculty development and mentoring;
- Responsible for monitoring student progress;
- Oversees the preparation of student examinations;
- Update academic policies, as appropriate, and ensures that they are published and disseminated;
- Engage in teaching and scholarly activities;
- Act as an effective representative of the college to professional organizations.

Specific Qualifications:

Specific requiring qualifications include, but are not limited to:

- Have a minimum of 5 to 7 years of professional experience in dental education from accredited colleges/schools of dentistry;
- Have at least 3 years of experience in academic administration, particularly with involvement in the delivery of the D.D.S. program;
- Possesses a doctorate degree in dentistry;
- Have a strong communication skills and profound knowledge about accreditation requirements, assessment, and dental professions.



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Additional preferred qualifications:

- Experience in overseeing or managing a dental clinic or equivalent experience in an academic training dental operatory
- Experience in academic affairs or curriculum management
- Experience in curriculum design, academic assessment, or equivalent experience.
- Experience in precepting or teaching in postgraduate dental residency program
- Experience in establishing dental education program
- Experience in involving or preparing for initial or re-accreditation of dental education by CODA.
- Experience in establishing a governmental funded dental care clinic (e.g. FQHC, CCS etc)
- 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
- Knowledge of local training opportunities

Review of applications will begin immediately and will continue until the position is filled.

Applicants should submit:

1. Cover letter of interest that addresses qualifications, experience and career goals.
2. Resume of CV.
3. Names, addresses, and telephone numbers of at least 3 professional references.

Please send application materials to the HR Department at hr@cnsu.edu, or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757. Salary and rank determined by experience and qualifications.

California Northstate University is an Equal Opportunity and Affirmative Active Employer. All qualified candidates are encouraged to apply.

**This is anticipatory hiring.

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