



Assistant Dean for Academic Affairs

College of Dental Medicine

JOB TITLE:	Assistant Dean for Academic Affairs (with Assistant/Associate/Professor Rank)
SUPERVISOR:	Dean for College of Dental Medicine
EFFORT:	1.0 FTE, Full Time, Exempt
EDUCATION:	DDS, DMD
LOCATION:	Sacramento, CA
SALARY :	\$160-180,000 (\$150,000-170,000 Base Salary (Depends on the Rank) and \$10,000 Stipend title)

Position Summary: The Assistant Dean of Academic Affairs is an academic leadership position responsible for the development, implementation, and continuous assessment of the DMD curriculum at California Northstate University, College of Dental Medicine. The role sets curriculum strategy, evaluates program effectiveness through data and outcomes analysis, supports faculty in instructional practice, and works across academic leadership to sustain a strong, compliant, and student-centered learning environment. The Assistant Dean serves as a member of the Dean's leadership team.

Key Responsibilities

Curriculum Leadership and Management

- Oversee development, review, and implementation of the curriculum across all years of the DMD program, ensuring alignment with program competencies, institutional mission, and CODA Standards
- Ensure students receive advance written information for each course ,goals, content, evaluation methods, and grading criteria
- Lead an ongoing curriculum review and evaluation process that incorporates faculty, student, and administrative input, and eliminates unwarranted repetition or outdated material
- Ensure biomedical, behavioral, and clinical science instruction is integrated with sufficient depth, sequencing, and emphasis to support defined competencies
- Support faculty in instructional design, assessment strategies, and pedagogy; partner with the Assistant Dean of Faculty Affairs on curriculum-focused professional development
- Work with course directors to keep the curriculum integrated with clinical activity, updating learning outcomes and the curriculum map as material changes
- Oversee selection and review of educational resources, including textbooks, e-books, and instructional technology
- Integrate innovative teaching strategies, technology, and interdisciplinary approaches



Assessment and Student Outcomes

- Develop and manage assessment systems to measure student learning and program effectiveness, including calibration across all instructional sites to ensure comparable instruction and assessment
- Ensure timely, appropriate evaluation and institutional due process when students do not meet published academic criteria
- Confirm the curriculum defines outcomes-focused graduation competencies
- Collaborate with the Assistant Dean of Clinical Affairs on clinical assessment systems
- Analyze academic data to measure student achievement and inform curriculum adjustments
- Collaborate with the Assistant Dean of Faculty Affairs to maintain a system for capturing faculty and student feedback on learning materials and proposed curriculum changes
- Monitor student performance data to identify trends, implement data-driven interventions, and collaborate with student services to support at-risk students

Strategic Planning, Compliance, and Accreditation

- Serve on the leadership team, contributing to institutional strategic planning and community partnerships
- Ensure curriculum and instructional policy meet regulatory standards,
- Support a humanistic, regularly evaluated learning culture
- Lead accreditation preparation — self-study documentation, evidence collection, and site-visit readiness — and respond promptly to findings or recommendations
- Collaborate with the VP of Institutional Effectiveness and Accreditation on curriculum effectiveness assessment; produce the annual curriculum effectiveness report and the Standard 2 student performance report
- Conduct program review per the academic review schedule
- 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 WASC Senior College and University Commission (WSCUC), California Bureau for Private Postsecondary Education (BPPE), and Commission on Dental Accreditation (CODA)
- Collate data as applicable, to demonstrate compliance with accreditation standards related to the curriculum and academic affairs

Collaboration, Communication, and Resource Management

- Partner with committee chairs, faculty, and student services to maintain a cohesive academic program
- Work with the Dean and other academic leaders to articulate and communicate a shared vision for curriculum and student outcomes



- Communicate curriculum-related university and college policy, and recommend revisions to support institutional goals
- Maintain and report the annual academic schedule and college catalog revisions
- Manage curriculum-related budgets responsibly and within allocated resources
- Optimize use of learning management systems and educational technology
- Build partnerships with faculty in other CNU colleges for interdisciplinary education and clinical experiences

Accountability and Performance

- Reports to the Dean, CNU-CDM, and serves as a member of the leadership team
- Collaborates closely with the Assistant Dean of Faculty Affairs, Assistant Dean of Clinical Affairs, Assistant Dean of Admissions and Student Affairs, and other academic leaders
- Subject to annual performance evaluation by the Dean, based on curriculum implementation, assessment outcomes, accreditation compliance, faculty development impact, and student learning outcomes
- Expected to meet all deadlines for reports, assessments, and accreditation submissions
- Maintains full compliance with CODA curriculum standards and keeps current on evolving standards and dental education best practices
- Maintains accurate curriculum mapping and documentation to support accreditation, and addresses curriculum gaps or deficiencies in a timely manner

Professional and Ethical Standards

- Uphold the highest standards of professional integrity and ethical conduct
- Maintain confidentiality of student records and performance data
- Model collaborative leadership and respectful communication with all stakeholders
- Support a humanistic culture and positive learning environment

Other Duties

- Other duties as assigned by the Dean

QUALIFICATIONS

Must Have:

1. DDS or DMD degree from an accredited dental program.
2. Eligibility for dental licensure in California.
3. Minimum of five (5) years of progressively responsible leadership experience in clinical operations, dental practice management, healthcare administration, academic dentistry, or a related field. Experience in a dental school clinic, academic health center, or other complex



healthcare environment is preferred. An equivalent combination of education, training, and relevant experience may be considered.

4. Demonstrated leadership experience managing a large dental clinic, group practice, academic clinical program, or comparable healthcare operation.
5. Demonstrated knowledge of accreditation standards and regulatory requirements, including CODA, WSCUC, California Dental Board regulations, BPPE requirements, HIPAA, OSHA, infection control standards, and other applicable federal and state healthcare regulations.
6. Experience with quality assurance, quality improvement, clinical assessment, and patient safety initiatives.
7. Experience developing, implementing, and evaluating policies, procedures, and operational protocols.
8. Experience with clinical management systems, electronic health records, imaging systems, and data reporting tools.
9. Demonstrated experience with budget planning, financial oversight, operational analysis, and strategic planning.
10. Strong interpersonal, organizational, written, and verbal communication skills, with the ability to work effectively with students, faculty, staff, administrators, patients, and external stakeholders.

Additional Preferred Qualifications

1. Interprofessional clinical experience.
2. Prior teaching experience in a predoctoral dental program.
3. Prior leadership experience in an academic health center, dental school, or health professions educational institution.
4. Master's degree in Business Administration, Healthcare Administration, Public Health, or a related field.
5. Experience participating in accreditation self-studies, site visits, annual reporting, and continuous quality improvement initiatives.
6. Experience supervising faculty, clinical staff, and administrative personnel.

APPLICANT SHOULD SUBMIT

1. A cover letter (of intent) that addresses skills, experience, and career goals.
2. CV, dates earliest to most recent.
3. A statement of leadership philosophy that reflects your approach to clinical affairs in a health professions school.
4. Name, addresses, email addresses, and telephone numbers of three professional references (references will be contacted directly by CDM after notifying the applicant).

Please send all application materials to Dean Rosemary.wu@cnsu.edu or hr@cnsu.edu

CNU CDM is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status.