



## **JOB DESCRIPTION AND POSITION SPECIFICATIONS**

**JOB TITLE:** Vice Dean for College of Medicine

**SUPERVISOR:** Dean for the College of Medicine

**EFFORT:** 1.0 FTE, full time, exempt

California Northstate University seeks a strategic and collaborative academic physician-scholar executive to serve as Vice Dean of the College of Medicine. The College of Medicine is a highly respected and academically productive center for the education and training of physicians, development of investigative scientists and researchers, graduate medical education programs, basic and translational research initiatives, and overall clinical excellence.

### **Obligations of the Vice Dean**

*The information provided below is a general description of the Vice Dean's responsibilities; it is not intended to provide an all-inclusive list of responsibilities.*

Reporting to the Dean of the College of Medicine, this position leads internal operational aspects of the medical college, providing leadership across all missions. With the Dean, the Vice Dean works to ensure the strength and vitality of the College of Medicine, advance the College's reputation, and maximize excellence through the recruitment of high quality leaders, faculty, and staff. The Vice Dean will work closely with department chairs and clerkship directors to facilitate operations, strengthen each unit and increase collaboration across the school. The College of Medicine serves as one of the Colleges under California Northstate University that affords opportunities to develop collaborative and integrative approaches to the professional learner.

### **Qualifications**

1. Graduated from a medical school/college that is LCME accredited in the U.S or Canada. and is licensed to practice in California.
2. Must have credentials commensurate with appointment as a full professor or full clinical professor in the College of Medicine.
3. Must have a philosophy of collaboration and teamwork in interactions within and across departments and disciplines.

4. Demonstrated experience within the context of accreditation in providing leadership and management in either an undergraduate or graduate academic medicine environment.
5. Demonstrated experience in leading, directing, and managing physician practice, clinical care, medical education, research, and service in an institutional setting (i.e. healthcare plan or healthcare university)
6. Demonstrated skill in negotiation, conflict management and change management, and experience in strategic planning and implementation (e.g. implementing a new practice or new division.)
7. Must have demonstrated experience with and a commitment to scholarship and excellence in research, education, academic medicine and clinical care.
8. Must have a nationally-recognized record of scholarship, including demonstrated success in obtaining external funding.
9. Have demonstrated ability and experience to successfully lead and support multidisciplinary efforts in a complex environment of academic medicine and healthcare practice.
10. Have an outstanding scholarly and/or professional achievement.
11. Have sufficient experience and skill set to serve as the chief academic officer in the dean's absence.

**Responsibilities:** The Vice Dean serves at the discretion of the Dean and carry out the responsibilities of the college, but not restricted to:

- Providing leadership to all faculty and staff appointed to the College.
- Provide oversight of curriculum development and delivery.
- Provide oversight of accreditation and adherence to accreditation standards.
- Recommending academic appointment and recruitment of faculty, composed of members from the departments.
- Providing opportunity for and assisting each member of the faculty to achieve their optimal professional development in teaching, scholarly activity, and professional service.
- Reviewing the College pool of applicants for promotion and formulate recommendations for academic promotion to the Faculty Academic Rank and Promotion Committee in the College.
- Providing mid-term promotion review and support to faculty planning to apply for promotion.
- Managing the College budget as directed by the Dean in accordance with CNUCOM policies.
- Seek the advice of faculty colleagues and COM administrators in a systematic way, and to provide for the conduct of College affairs in an orderly fashion through department meetings and the appointment of appropriate committees.
- The appointee should be receptive to questions, complaints, and suggestions from members of

the College, and from students, and should take appropriate action on them.

- To be responsible for College observance of proper health and safety regulations per California Northstate University and CNUCOM health and safety policies.
- To maintain records and prepare reports in accord with University procedures.
- Teaching obligations to be assigned.

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae 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](mailto:hr@cnsu.edu). Review of applicants will begin immediately and will continue until positions are filled.

California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: **e-mail:** [hr@cnsu.edu](mailto:hr@cnsu.edu) and/or **telephone:** (916) 686-7400.