



## Dean of College of Health Sciences, California Northstate University, Rancho Cordova, CA

**Title:** Dean of College of Health Science

**Department:** Administration

**Purpose:**

1. As chief academic officer of the college, the Dean is responsible for the academic, personnel, financial, administrative, accreditation and regulatory affairs, mission and performance, student services, and public relations and marketing of the college.
2. The Dean is also responsible for communicating the vision and goals of the College to community and professional constituencies in concert with the Public Relations, General Counsel's Office, and The Office of the President.

**Reporting and Accountability:**

The Dean reports directly and is accountable to the University President.

**Essential Job Functions:**

### 1. **ACADEMIC:**

- i. The Dean shall provide leadership to the faculty in the planning, development, and delivery of the curriculum.
- ii. The Dean shall prepare proposal of new academic degree programs that meet the needs of the public for the President of the University's approval.
- iii. The Dean shall be proactive in responding to the education trend(s) and the evolving needs of the current and future generations of learners by adjusting, modifying, and establishing new education delivery modalities.
- iv. The Dean shall work with Associate Dean and other members of the academic leadership team to create the infrastructure to fulfill the education mission and to appoint various committees to carry the functions and responsibility of the College.
- v. The Dean shall be responsible for establishing a vibrant and satisfying culture of a learning and education community for students and faculty alike.

- vi. The Dean shall establish the framework and overall objectives with key responsible personnel to regularly assess the fulfillment of the college's academic mission and seek opportunity to improve education effectiveness and student learning.

**2. PERSONNEL:**

- i. The Dean is directly responsible for the recruitment and recommendation of appointments of associate deans and departmental chairs. The Dean establishes periodic review of the achievements and performance of administrators and chairs within the College per University Policy and Procedure.
- ii. The Dean is responsible for a sound methodology in determining the quantitative and qualitative parameters in recruitment and hiring practices consistent with accreditation, regulations, University policy, fiscal, and legal requirements.
- iii. The Dean must effectively communicate and adhere to the University's Equal Employment Opportunity (EEO), diversity, and non-discriminatory policy.
- iv. The Associate and Assistant Deans (and Directors) are recruited and recommended for hiring by the Dean of the College. The Office of the President shall have the final responsibility of reviewing and approving the hiring in accordance with University Policy.
- v. The Dean shall collaborate effectively with administrators, faculty and staff; and participates in professional development.
- vi. The Dean shall follow the University Policy on matters related to all of personnel actions.
- vii. The Dean shall provide oversight and maintain accountability of all the faculty performance.

**3. FINANCIAL:**

- i. 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.
- ii. The Dean shall be responsible for preparing annual budget recommendation and proposal consistent with education mission while meeting fiscal and operating parameters.
- iii. Resource stewardship is germane to the long term stability and sustainability and is an integral part of the Dean accountability.

**4. ADMINISTRATIVE:**

- i. The Dean is responsible for establishing an organizational structure to carry out the functions and duties effectively and efficiently of the Office of the Dean and the College.
- ii. The Dean is the chief academic officer of the College. As such, s/he will provide extraordinary leadership to enhance the academic, cultural, and fiscal environments of the College.
- iii. 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 to ensure fulfillment of education mission and fiscal sustainability.
- iv. The dean shall be responsible for the administration and efficient conduct of the educational program of the college and for integrating the plans of the college with those of the university.
- v. 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.
- vi. 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 may affect the operation of the system at large, be it at the university or governmental level.
- vii. The Dean shall enforce the policies and regulations adopted by the Board of Trustees, the Office of the President, the Faculty Senate, and the college faculty. In addition, the Dean's efforts shall be guided by the specific responsibilities contained in the job description. Sciences.
- viii. The Dean or designee will present at tri-quarterly meetings of the College of Pharmacy's Faculty Senate.

**5. ACCREDITATION ND REGULATORY AFFAIRS:**

- i. The Dean is responsible for attaining and maintaining regional accreditation and the necessary authorization from state, federal and any other from regulatory agency or entity required for the operation of degree granting institution in higher education (e.g. WASC, BPPE, etc)
- ii. The Dean is responsible for ensuring that all accreditation requirements of WASC, codes and regulations of BPPE are fully met, including the timely submission of all reports and notices of planning for substantive changes.
- iii. The Dean is responsible for building and maintaining a culture of compliance to all accreditation standards and regulations.

- iv. The Dean is responsible for adherence to document retention policy and procedure in accordance with accreditation standards and regulations.

**6. MISSION AND PERFORMANCE**

- i. The Dean shall convene annually with the faculty to review the general progress of the College at all pertinent levels of development and administration.
- ii. The Dean shall develop positive and supportive relationships with advisees from various departments and a community advisory committee.

**7. STUDENT FOCUSED SERVICES**

- i. The Dean is responsible for establishing the Office of Student Affairs that:
  - a) provides academic advising with coverage for drop-in hours
  - b) refers and organizes student leadership development opportunities
  - c) assists in program development, creates resource and marketing materials, presents workshops and conducts small group sessions for prospective student applicants
  - d) supports admissions, recruiting, orientation and outreach activities both on and off campus
  - e) organizes programs and activities that enrich student experience and skill development.
  - f) organizes tutoring services
  - g) monitoring and supervises student-organizing events and activities for safety and lawfulness
  - h) counsels students facing academic difficulty
  - i) provides referrals to campus resources and activities
- ii. The Dean is responsible to establish the Office of Academic Affairs that:
  - a) effectively communicates academic policies, procedures and requirements
  - b) monitors student progress and intervenes as needed
  - c) assists students with identification of educational goals and selection of majors
  - d) works with Student Body Council on honor codes and student body governance
  - e) establishes various committees to carry the functions and responsibilities of student learning, progression, remediation, and graduation.

**8. PUBLIC RELATIONS AND MARKETING:**

- i. The Dean is responsible for representing, projecting, and communicating the education mission of the College in a positive and professional manner.
- ii. The Dean is required to work with and consult with Public Relations on external communication or press release.
- iii. The Dean is required to work with General Counsel on official communication with accrediting and regulatory agencies.

## **Qualifications:**

### **1. Education:**

PhD, PharmD, D.Ed, MD, DN from an U.S. accredited university

### **2. Experience:**

Minimum 10 years in the role of department chair, assistant dean, or associate dean in a U.S. accredited university.

### **3. Skills:**

- i. Excellent oral and written communication skills
- ii. Must have strong team-work skills, self-motivated, professional and empathetic demeanor
- iii. Excellent time management and organizational skills

### **4. Abilities:**

- i. Ability to work with a diverse student, staff, and faculty populations
- ii. Ability to work effectively in a fast-paced collaborative environment
- iii. Ability to work with Microsoft Excel and Word

### **Applicants should submit:**

- Cover letter of interest that addresses qualifications, experience and career goals
- Resume/CV
- Names, addresses, and telephone numbers of at least three (3) professional references

Please send application materials to the HR Department at [hr@cnsu.edu](mailto:hr@cnsu.edu), or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757.

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