



Assistant/Associate Dean for Academic Affairs California Northstate University, College of Health Sciences Rancho Cordova, CA

Job Classification: Full-time, exempt, 12-month appointment

Benefit: Per California Northstate University employee benefits, Salary DOE and faculty ranking

Closing Date: Position Open until Filled

Review of Applications: Reviewed upon receipt; for best consideration, applications should be received by October 1st, 2017

Anticipated Start Date: January 2nd, 2018

Reporting Responsibility: This position reports to the Dean for College of Health Sciences

Description of California Northstate University College of Health Sciences: The WASC-approved undergraduate CNU College of Health Science (CNUCHS) is located at 2910 Prospect Park Drive, Rancho Cordova, CA 95670. CNUCHS offers a traditional Bachelor of Science in Health Sciences degree with a concentrations in human biology, Biopsychology, and Health Science Administration, in addition to accelerated undergraduate and post-baccalaureate programs for pre-medical and pre-pharmacy students. The CNUCHS curriculum is designed to provide excellent academic preparation for careers in the biomedical professions. California Northstate University (CNU) is a private university with the main campus located in Elk Grove, California, approximately 15 miles south of Sacramento. CNU is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges (WASC). The Elk Grove facility currently houses the College of Pharmacy and the LCME-accredited College of Medicine.

Duties and Responsibilities:

The Assistant/Associate Dean of Academic Affairs (ADAA), is the designated leader and administrative officer responsible for effective and efficient operation of the academics at CNUCHS. The ADAA is expected to establish and maintain a collegial work climate, cooperatively leading the academic unit towards improved productivity and relevancy, ensuring the academic integrity and curricular coherence of all CNUCHS programs in alignment with the University mission.

In consultation with the dean, associate/assistant deans, department chairs, and program directors, the ADAA helps develop and implement the academic vision for CNUCHS; long-range academic planning; academic policies, procedures and systems; course offerings and schedules; and faculty workloads and committee assignments. The Associate Dean contributes to CNUCHS accreditation requirements, the assessment and evaluation of academic programs, and program development and course offerings within the college. The ADAA serves on the CNUCHS Deans Executive Council and provides the dean with recommendations on all facets of the operation of the college. The ADAA provides the dean with recommendations regarding faculty hires, contract renewals and promotions.



Leadership and Administrative Duties:

1. Creation and oversight of course descriptions and schedules for publication in master catalogs and semester schedule of classes, including assignment of faculty and Teaching Assistants.
2. Ensure productive use of facilities and space (including laboratories), adhering to OSHA and other applicable regulatory laws/rules.
3. Support effective use of technology for learning in all settings.
4. Contribute to all necessary and relevant activities and duties to support accreditation.
5. Participate in and oversee the production of various reports (department and college annual reports, enrollment, diversity monitoring, attrition, and graduation rates, etc.)
6. Represent CNUCHS Academic Affairs to University Administration and other communities served by the unit.
7. Oversee and coordinate CNUCHS policies in alignment with university standards.
8. Oversee and support CNUCHS committee assignments in alignment with college bylaws.
9. Supervise the professional and clerical staff assigned to the office.
10. Collaborate with the Dean and Department Heads/Chairs to monitor the academic budget for the college.
11. Participate in the planning of academic events.
12. Identify and support extramural funding for academic programs.

Personnel Duties:

1. Oversee faculty workload, create workload projections, and recommend faculty hiring needs to the Dean.
2. Coordinate all personnel searches for the academic unit (faculty and staff)
3. Create and maintain personnel data regarding the employment and performance of all faculty and academic staff.
 - Provide written evaluations of faculty and staff in keeping with campus policies/procedures annually.
4. In coordination with the Assistant Dean of Faculty Affairs, engage in career counseling of faculty and staff to maintain morale, foster competence and deal effectively with any issues which may affect faculty and staff performance.
5. Create and implement a promotion process supporting an atmosphere of growth.
6. In coordination with the Assistant Dean of Faculty Affairs, create and implement a faculty development plan which contains a systematic design to improve classroom teaching skills.
7. Recommend to the Dean all personnel actions, such as appointment, reappointment, promotion, leave, involuntary dismissal, and resignation.

Instructional Duties:

1. Ensure scope and coverage of curriculum.
2. Serve as the Dean's representative to the Curriculum Committee.
3. Maintain a description of curricular endpoint competencies and a file of current descriptions of the learning objectives, course proposals and course syllabi for each course at CNUCHS.



4. In coordination with the Director of Assessment, facilitate the design of course-based assessment tools, outcomes assessment and data collection and analysis.
5. Prepare confidential individual reports on student progress for use by student affairs.
6. Prepare semester and annual reports of assessment metrics for curriculum review and evaluation.
7. Work cooperatively with student affairs, chairs and faculty to design and implement student support and remediation programs for students who are not progressing on schedule.
8. Implement a routine assessment of alumni, professional schools and employers to provide feedback for curriculum planning and inform development of relevant educational pathways.
9. Engage in didactic instruction to the extent possible.

Student Duties:

1. Assign Faculty Advisers and ensures accurate and timely advising is provided to all students.
2. Establish formal and informal communication so that student feedback occurs on significant issues and problems within the academic unit.
3. Work with the Assistant Dean of Student Affairs and Admissions to improve student recruitment and retention.
4. Oversee all operations of the Academic Advising and Career Services Center. Counsel students on health career options and graduate programs and guide their development of job search skills.
 - Ensure that a system of student observation and evaluation of faculty occurs systematically, fairly, and regularly.
5. Plan and oversee the presentations of workshops and seminars on study skills, academic achievement, career options, graduate programs and opportunities, and other relevant academic and career topics in collaboration with the Director of Student Success and Assessment.
6. Ensure that student grievances are correctly processed and appealed in a timely and appropriate manner as outlined by CNUCHS policy.

Minimum Qualifications:

- Doctorate degree in the sciences or in education with background in the sciences (e.g., Cell and Molecular Biology, Chemistry, etc.).
- At least five years of experience in curriculum development, innovative teaching methods, instructional design for various settings, and assessment.
- At least five years of experience in educational administration at or above the level of program director or department chair, preferably in the health professions.
- Distinguished record of teaching, research, scholarly achievement, and service.
- Possess good management and leadership skills when working with individuals or teams.
- Excellent interpersonal and communication skills, both oral and written.
- Strong commitment to excellence in education, innovative pedagogical approaches, research/scholarly activities, and service.
- Commitment to diversity.



- Ability to maintain confidentiality and discretion when needed.
- Experience leading collaborative teams.

Applicants should submit:

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

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

Please note that although the main campus for California Northstate University is located in Elk Grove, CA, this position is located at California Northstate University, College of Health Sciences, in Rancho Cordova, CA.

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