



## **Assistant Dean of Assessment– California Northstate University College of Medicine, Elk Grove, California, USA**

**Title:** Assistant Dean of Assessment  
**Classification:** Administrative Role  
**Supervisor:** Associate Dean for Medical Education, College of Medicine; with additional accountability (dotted line) to CNU Vice President of Institutional Research  
**Education:** M.D. or Ph.D.  
**Experience:** Experience in medical education, assessment, and teaching

### **Obligations of the Assistant Dean of Assessment:**

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

### **Responsibilities:**

1. Design assessment plans and experimentation strategies to support academic program improvement.
2. Analyze assessment data from a variety of sources and develop assessment reports that include recommendations for improvement of the academic program.
3. Work with University Administration to maintain compliance with accreditation organizations and other standards.
4. Facilitate curricular change by supporting department curriculum development efforts.
5. Promote and serve as a model for professional service and teaching achievement.
6. Support departments in maintaining high standards in academics and teaching processes.
7. Work with all members of Academic Affairs and other University staff in support of all assessment and curriculum matters.
8. Manage the assessment of the academic program and support the management of the academic curriculum, the academic strategy, and other academic affairs matters.
9. Development of a clear program plan that includes:
  - a. objectives relating to knowledge, skills and attitudes (competencies) based



- upon the general and program specific specialty requirements published by the ACGME
- b. integration of the milestones and entrust able professional activities (EPAs) into the curriculum as specified by the specialty specific requirements
  - c. methods by which the objectives are to be achieved (learning activities)
  - d. an evaluation system that clearly documents medical students performance and attainment of milestones and EPAs
  - e. the role of each participating institution and/or practice in the attainment of the
  - f. educational plan
10. Conduct of the program, including the rotation of medical students to ensure that each medical student is advancing and gaining in experience and responsibility in accordance with the educational plan.
11. Annual review of the program to assess the quality of the educational experience and to review the resources available in order to ensure that maximal benefit is being derived from the integration of the components of the program. This review will include:
- a. Assessment of each basic science and clinical teaching unit/block to be sure that there is an appropriate number of teaching staff and residents, adequate number of appropriate standardized patients and/or patients and professional services and that it is functioning in accordance with the plan agreed upon.
  - b. Assessment of resources appropriate to education to ensure that for example, medical skills, OSCE lab, clerkship rotations: emergency medicine, internal medicine, primary care, pediatrics, Ob/Gyn, psychiatry, surgery, and neurology, and electives or electives: e.g. cardiology, intensive care, ophthalmology, radiological, laboratory, orthopedics, etc and other facilities are utilized with optimal effectiveness.
  - c. Assist with “independent student assessment.”
12. Establishment of mechanisms to assess career planning and counseling, referral mechanism to address wellness and psychological stress, and financial aid services.
13. for medical students
14. Assist with the assessment of the effectiveness of the selection of candidates for admission to the program, in accordance with policies determined by the College of Medicine.
15. Assessment of performance of each student through a well-organized program of in-training evaluation of clerkship and its rotations, preceptors, and facilities.
16. Oversee the development and implementation of the clinical curriculum in all of its



aspects over the length of the medical program.

17. Gathering and reporting complete and accurate information as requested by the accrediting, licensure, certification and funding agencies. The Assistant Dean is responsible for providing regular reports of progress to the Curriculum Committee.
18. Assuring compliance with institutional and accrediting agency requirements, particularly the COM's strategic plan for accreditation compliance.
19. Assessing program policies compliance with accreditation and institutional requirements such as policies pertaining to duty hours, supervision, leave, selection, grievance, and promotion and dismissal of student and faculty.
20. Assessing faculty and administrators (Chairs, Deans, Directors, etc.) of COM participation in required orientation and training, and assess the effectiveness of such activities.
21. The Assistant Dean is a member of the Dean's Advisory Committee (DAC) and a member of the preparation team for continuous readiness for accreditation survey.
22. The Assistant Dean must participate in scholarship as defined by the CNU policy.
23. Scholarship includes contributions of faculty to new knowledge, encouraging and supporting student scholarship, and contributing to a culture of scholarly inquiry by active participation in organized clinical discussions, rounds, journal clubs and conferences. An expanded definition of scholarship recognizes not only the traditional scholarship of discovery (research as evidenced by grants and publications) but also the scholarship of integration (translational or cross- disciplinary initiatives that typically involve more risk and fewer recognized rewards), the scholarship of application (patient-oriented research that might include the systematic assessment of the effectiveness of different clinical techniques), and the scholarship of education (includes not only educational research but also creative teaching and teaching materials).
24. The Assistant Dean must also comply with all of the duties specified in the LCME and program training requirements.
25. Assist with overseeing the development and implementation of the clinical curriculum in all of its aspects over the length of the medical program.
26. Support leadership and governance for the College of Medicine, including all faculty and staff in the Departments of Basic Sciences and Clinical Sciences.
27. Develop the academic strengths of the College.



28. Assess the teaching responsibilities for optimal delivery of the medical (clinical) curriculum.
29. Support the Mission and Vision of the College, University, and the Dean.
30. Oversee annual evaluations of departmental faculty and staff conducting by the chairs as required by CNUCOM policy, and make recommendations pertaining to salary adjustments and personnel actions to the Dean.
31. Foster an environment that promotes reliability, professionalism, creativity, diversity, and innovation in teaching
32. Maintain the integrity of assigned academic programs.
33. Ensure availability of teaching faculty in each discipline.
34. The appointee should be receptive to questions, complaints, and suggestions from Associate Dean, Department Chairs, Clerkship Directors, faculty and students, and should take appropriate action to promote the teaching mission of CNUCOM.
35. Other duties as assigned by Associate Dean of Medical Education.
36. Teaching load as required for faculty with administrative responsibility.

**Qualities:**

- Exceptional interpersonal communication skills (e.g., with students, faculty, etc.)
- Commitment to professional excellence

**Criteria for Appointment:**

- Outstanding scholarly and professional achievement.
- Proven leadership ability to develop and nurture outstanding academic and/or clinical programs, including interdisciplinary initiatives.
- Support, adhere, manage the resources utilization of the department, including faculty and staff, and budget in accord with University policies and procedures.

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume 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.