



Assistant Dean of Curriculum and Assessment 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

Closing Date: Position Open until Filled

Review of Applications: Reviewed upon receipt; for best consideration, applications should be received by June 1st, 2018

Anticipated Start Date: July 1st, 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 Dean of Curriculum and Assessment is responsible for the resources necessary to conduct and evaluate the curriculum, oversees the curricular aspects of the College of Health Sciences, created communication mechanisms, assessment and evaluation procedures, and accountability structures to ensure educational excellence. The position is full-time, non-tenure, 12-month appointment, salary commensurate with skills and experience. The Assistant Dean reports directly to the Dean of the College of Health Sciences and works collaboratively with the members of the Executive Committee.

Specific responsibilities include, but are not limited to:

- Serve as a member of the Dean's Executive Committee;
- Assists the Dean with accreditation (WSCUC) and regulatory processes;
- Responsible for strategic and action planning with members of the Curriculum Committee and with other faculty members as well as the Dean's office;
- Advises and supports on-going requirements and outcome standards related to program review;
- Assists the Dean with the college' strategic plans;
- Guides and collaborates with faculty, administrators, and departmental staff



representatives in accreditation compliance activities;

- Responsible for developing rubrics for assessment with the University's IR Department for assessment, quality improvement, and program review;
- Responsible for mapping competencies into the curriculum;
- Responsible for monitoring student progress;
- Develops a comprehensive student academic development and retention plan that includes strategies and interventions to enhance student success;
- Develops assessment evaluation, and benchmarking strategies and tools to rate, analyze, and improve student performance, retention strategies, and services;
- Develops the college-wide early alert academic intervention system and works closely with faculty to identify and assist students having academic difficulties;
- Participates in the production of reports on student success and retention for the college;
- Update academic policies, as appropriate, and ensures that they are published and disseminated;
- Engage in teaching and scholarly activities;
- Act as an effective representative of the college to professional organizations.

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.



For department specific inquiries, please contact us by **e-mail:** MaiChoua.Thao@cnsu.edu or **telephone:** (916) 686-7674.

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.