



CALIFORNIA
NORTHSTATE
UNIVERSITY

Assistant or Associate Dean for Academic Affairs, College of Dentistry, Elk Grove, CA

Title:	Assistant or Associate Dean for Academic Affairs (ADAA)
College:	Dentistry
Classification:	Fulltime, exempt, 12-month appointment
Supervisor:	Dean, College of Dentistry
Education:	Doctorate
Experience:	An enduring track record of effectiveness and experience in academic administration particularly with involvement in the delivery of academic programs.

College Overview:

California Northstate University College of Dentistry (CNUCOD) is seeking outstanding candidates for the position of Assistant Dean/ Associate Dean for Academic Affairs (ADAA).

Job Summary:

The ADAA is responsible to assist the Dean for the leadership in all matters of policy, governance, administration, and delivery of professional academic programs by the College. The position is full-time, non-tenure, 12-month appointment with Associate Professor/ Professor rank and salary commensurate with skills and experience. The ADAA reports directly to the Dean of the College of Dentistry and works collaboratively with the members of the Executive Committee.

Job Responsibilities:

Specific responsibilities include, but are not limited to:

- Serve as a member of the Dean's Executive Committee;
- Serve as the Chief Academic Officer in the Dean's absence;
- Serve as an ex officio member of the Curriculum Committee, Professional and Academic Standards Committee, and Assessment Committee;
- Assists the Dean with all stages of accreditations (WSCUC, CODA, etc) and regulatory processes;
- Assists the Dean with the college's strategic plans;



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- Maintains a strong academic program in dentistry that appropriately uses technology, contemporary teaching modalities, and fosters interprofessional education;
- Provide administrative supervision and accountability for all academic affairs, which include but not limit to academic records for annual progression, GPA reporting, graduation auditing; class schedules, student team assignment, and the college's academic calendars.
- Provide oversight for comprehensive assessment plan, with focus on the review and quality of the overall curriculum, individual courses, instructor evaluations, and all other aspects of the college's academic offerings.
- Update academic policies, as appropriate, and ensures that they are published and disseminated;
- Engage in teaching and scholarly activities.
- Responsible for mapping professional entrusted competencies into the curriculum.
- Responsible for the implementation of program learning objectives/outcomes (PLOs), course learning objectives/outcomes (CLOs), and student learning objectives/outcomes (SLOs).
- Responsible for developing rubrics for assessment with the University's IR Department for assessment, quality improvement, and program review.
- Act as an effective representative of the college to professional organizations.

Specific Qualifications:

Specific requiring of qualifications include, but are not limited to:

- Have a minimum of 5 to 7 years of professional experience in dental education from accredited colleges/schools of dentistry;
- Have at least 3 years of experience in academic administration, particularly with involvement in the delivery of the D.D.S. program;
- Possesses a doctorate degree in dentistry;
- Have a strong communication skills and profound knowledge about accreditation requirements, assessment, and dental professions.

Additional preferred qualifications:

- Experience in academic affairs or curriculum management.
- Experience in overseeing or managing a dental clinic or equivalent experience in an academic training dental operatory.
- Experience in precepting or teaching in postgraduate dental residency program.
- Experience in either endodontics, oral and maxillofacial pathology, oral and maxillofacial radiology, oral and maxillofacial surgery, orthodontics and dentofacial orthopedics, pediatric dentistry, periodontics, prosthodontics, or dental public health.
- Experience in establishing dental education program.
- Experience in involving or preparing for initial or re-accreditation of dental education by CODA.
- Experience in establishing a governmental funded dental care clinic (e.g. FQHC, CCS etc)



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- Knowledge of local training opportunities

Review of applications will begin immediately and will continue until the position is filled.

Applicants should submit:

1. Cover letter of interest that addresses qualifications, experience and career goals.
2. Resume of CV.
3. Names, addresses, and telephone numbers of at least 3 professional references.

Please send application materials to the HR Department at hr@cnsu.edu, or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757. Salary and rank determined by experience and qualifications.

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

**This is anticipatory hiring.

*** Competitive Salary and benefits information will be available to those selected for interview.