



Assistant Dean of Faculty Affairs, College of Medicine, California Northstate University, Elk Grove, 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

Anticipated Start Date: October 2018

Reporting Responsibility: This position reports to the Associate Dean of Medical Education

Education: M.D. or PhD with background in education

Experience: At least two years of academic administrative experience in a college or university setting as program director, department chair, dean, or equivalent focused in the areas of pedagogy and instructional technology. Experience leading collaborative teams.

Duties and Responsibilities:

The *Assistant Dean of Faculty Affairs* provides leadership, mentoring and coaching that focuses on continuous improvement that inspires and assures innovative curricula and pedagogy, high levels of faculty-student engagement, and a faculty culture devoted to student learning and success. The Assistant Dean of Faculty Affairs assists in the development and delivers faculty training in a manner that serves the best interest of students, maintains the highest standards of academic integrity in accordance with the mission, core values and purposes of the University.

Specific responsibilities include, but are not limited to:

- Serves as a member of the Dean's Executive Committee;
- Facilitates mentoring, coaching and training of faculty across the college that assures high levels of faculty-student engagement and faculty mentoring of students (including various pedagogical approaches such as collaborative group learning, interactive engagement, inquiry based learning, course based research experiences, etc.);
- Collaborates with College and University leadership and staff in supporting a student focused teaching and learning environment;
- Collaborates with the Director of Assessment (or VP of Research and Assessment), establishes metrics for faculty performance, compiles data, holds forums for analysis and use, and recommends changes based on findings to ensure data-driven strategic planning for institutional effectiveness;
- Holds regular focus groups with faculty and students to provide information for ongoing improvement of courses;
- Maintain an updated faculty profile in the areas of teaching, scholarship, and services;
- Collaborates with college chairs in faculty training and professional development;



- Administers the College Research/Scholarship program including; training/mentoring of faculty, planning and implementation of research courses; assessment and evaluation of curricular outcomes
- Working with the University VP of Research, creates and maintains an environment that ensures laboratory safe practices, ethical research and scholarship guided by appropriate policies and procedures, adherence to requirements for protection of human and animal subjects, and respect for intellectual property of others;
- In conjunction with the University VP of Research, supports research development among faculty and students including advising on proposals, grant applications and contracts;
- Collaborates with programmatic assessment and participates in all accreditation and regulatory processes;
- Evaluates evidence-based best practices for teaching effectiveness;
- Other duties as assigned.

Organizational Accountabilities:

Teamwork:

Demonstrates ability to work harmoniously with others to get a job done expeditiously and with a positive attitude. Attitude promotes a positive work environment with respect for others and resolves issues and conflicts professionally. Communicates effectively with other faculty, staff, students, and preceptors by offering constructive suggestions which enhance team performance.

Leadership:

Acts in a self-directed manner; initiates appropriate action before being directed by others or forced to react by events. Seizes opportunities to be proactive in avoiding potential problems. Adapts to changing conditions; willingness to accept challenging or difficult assignments. Inspires excellence and commitment by others.

Planning:

Determines resources and initiates any action required to accomplish Program objectives. Sets priorities and manages time effectively. Identifies potential problems as well as opportunities for resolution, and plans contingent actions, as appropriate.

Professional Development:

Demonstrates and maintains a competent level of administrative leadership duties in accordance with the College's policies and position certification requirements. Exhibits professional growth through continuous improvement; participates in relevant training and educational programs on and off campus.



Results Orientation:

Focuses effort and resources toward the completion of tasks and assignments; realization of program goals and fulfillment of the College's Mission. Demonstrates ability to adjust priorities appropriately, assess progress critically; and overcome barriers effectively to attain results.

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, or mail to: 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.