



**Assistant Dean of Faculty Affairs**  
California Northstate University College of Dental Medicine

**Job Title:** Assistant Dean of Faculty Affairs

**Job Classification:** Exempt, Monday-Friday (full-time)

**Job Location:** Sacramento, CA / in-person

**Benefits:** Per California Northstate University Employee Benefits

**Supervisor:** Dean of College of Dental Medicine

**Education:** DDS/DMD degree from a CODA accredited U.S. dental school or equivalent and Active California Dental License or ability to obtain California Dental License within 6 months of date of hire

**Compensation range:** \$175,000-\$200,000 (Base Pay \$165,000-\$190,000 and \$10,000 stipend for Assistant Dean Title

**Position Overview:**

The Associate Dean of Faculty Affairs is a strategic leadership position responsible for advancing faculty excellence and institutional growth at California Northstate University, College of Dental Medicine. This role plays a pivotal part in recruiting, retaining and supporting faculty in current education activities and as the College expands its clinical and academic footprint through the development and implementation of additional programs including programs for international students, advanced education programs, specialty residencies, and faculty practice models.

**Key Responsibilities:**

**FACULTY RECRUITMENT AND RETENTION**

- Collaborate with the Dean on faculty recruitment strategies
- Participate in search committees for faculty positions
- Develop and implement retention strategies to support faculty satisfaction and success
- Monitor faculty morale and address concerns proactively

**FACULTY APPOINTMENT AND PROMOTION**

**Standard 3-1:** The number, distribution and qualifications of faculty and staff must be sufficient to meet the dental school's stated purpose/mission, goals and objectives, at all sites where required educational activity occurs. The faculty member responsible for the specific discipline must be qualified through appropriate knowledge and experience in the discipline as determined by the credentialing of the individual faculty as defined by the program/institution.

**Standard 3-4:** A defined evaluation process must exist that ensures objective measurement of the performance of each faculty member in teaching, patient care, scholarship and service.

- 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.
- Manage faculty appointment, reappointment, and promotion processes in accordance with university and college policies
- Manage faculty assignments and roles in didactic and clinical education activities.
- Collaborate with the Associate Dean for Research and Community Engagement to provide guidance to faculty on promotion requirements, processes, and timelines
- Coordinate faculty review committees and ensure adherence to evaluation criteria
- Maintain accurate records of faculty appointments, credentials, and academic achievements

### **FACULTY GOVERNANCE AND ENGAGEMENT**

**Standard 3-3:** Faculty must be ensured a form of governance that allows participation in the school's decision-making process.

- Serve as liaison between administration and faculty governance bodies
- Support faculty committees and facilitate faculty meetings
- Promote faculty engagement in school initiatives and strategic planning
- Foster a collaborative and inclusive faculty culture

### **POLICY DEVELOPMENT & ADMINISTRATION**

- Communicate university and college policies related to faculty affairs
- Recommend policy revisions to support faculty needs and institutional goals
- Ensure compliance with accreditation standards related to faculty matters
- Maintain the CDM faculty handbook and related policies and documentation

### **DATA MANAGEMENT & REPORTING**

**Standard 1-2:** Ongoing planning for assessment of and improvement of educational quality and program effectiveness at the dental school must be broad based, systematic, continuous, and designed to promote achievement of institutional goals related to institutional effectiveness, student achievement, patient care and service.

**Standard 1-3:** The dental education program must have a stated commitment to a humanistic culture and learning environment that is regularly evaluated

- Prepare faculty reports for accreditation and institutional purposes
- Support assessment of faculty workload and productivity as part of the strategic decision-making

### **FACULTY DEVELOPMENT & LEADERSHIP**

**Standard 3-2:** The dental school must show evidence of an ongoing faculty development process.

- Design and implement comprehensive faculty calibration programs in collaboration with the other Associate Deans and Clinical enterprise that enhance teaching and clinical practice.
- 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.)
- Develop and/or support onboarding programs for faculty at all locations

- Ensure alignment of faculty development initiatives with accreditation standards and institutional mission
- Manage budget and resources for faculty development initiatives

**Standard 6-1:** Research, the process of scientific inquiry involved in the development and dissemination of new knowledge, must be an integral component of the purpose/mission, goals, and objectives of the dental school.

- Support faculty scholarship and collaborate with the Associate Dean of Research to enhance productivity through research collaboratives, and protected time models

#### **STRATEGIC PROGRAM EXPANSION**

- Create faculty recruitment and retention strategies to support College of Dental Medicine expansion
- Collaborate with administration on strategic planning for new clinical sites and academic programs

#### **Other duties:**

- Serve as a member of the senior leadership team, contributing to institutional strategic planning and community partnerships
- Work with the Dean and Accreditation team in all aspects of functions and activities including, but not limited to gathering and presenting data relevant to demonstration of compliance with accreditation standards.
- Collate Student and faculty research activities, publications, grants, and other research activities relevant to demonstrate student and faculty research of the accreditation standards.
- Build partnerships with faculty in the other colleges for interdisciplinary education and clinical experiences
- Other duties as assigned

#### **Position Requirements:**

##### **Education and Licensure:**

- DDS/DMD degree from a CODA accredited U.S. dental school or equivalent
- Active California Dental License or ability to obtain California Dental License within 6 months of date of hire

##### **Professional Experience:**

- **Academic Leadership:** Experience in all facets of dental education and a comprehensive knowledge of dentistry.
- **Faculty Management:** Proven record of collaborating with a diverse faculty body and fostering an equitable organizational culture.
- **Accreditation:** Demonstrated experience working with accreditation teams and gathering data to show compliance with national standards, specifically CODA (Commission on Dental Accreditation).
- **Research Oversight:** Experience in presenting faculty research activities, including publications and grants, as they relate to institutional accreditation.

**Core Competencies and Skills:**

- **Communication:** Exceptional ability to communicate clearly and concisely, both orally and in writing.
- **Strategic Planning:** Ability to contribute to institutional strategic planning, faculty recruitment strategies, and the expansion of clinical and academic programs.
- **Leadership Qualities:** Enthusiasm to oversee planned institutional efforts and mentor faculty across the college.
- **Technical Knowledge:** Deep understanding of biomedical sciences, behavioral and ethical skills, and the technical abilities necessary for clinical competency in dental medicine.

**Preferred Qualifications:**

- **Teaching Experience:** Prior experience in academic or clinical teaching settings, particularly with small-group facilitated learning.
- **Administrative Rank:** Experience in committee and other administrative roles in a dental school setting.

**Application Materials:**

Interested applicants should submit the following items for consideration:

- Letter of Interest/ Cover Letter
- Curriculum Vitae/Resume
- Names of three (3) references

Please send all correspondence and requested application materials directly to Dr. Rosemary Wu: [rosemary.wu@cnsu.edu](mailto:rosemary.wu@cnsu.edu) with the subject line **“Associate Dean of Faculty Affairs.”**

***“California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status.”***