



**Job Title:** Dean of College of Medicine  
**College:** College of Medicine  
**Faculty/Staff:** Faculty  
**Classification:** Exempt  
**Status:** 1.0FTE, Full-Time  
**Location:** Elk Grove Campus  
**Reports To:** President of the University  
**Revised Date:** 8/24/21

### Obligations of the Dean

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

- A. Hours:** The Dean and Professor of Medicine shall have a full-time equivalent (“FTE”) of 1.0 to be performed from his CNUCOM office.
- B. Description:** The Dean and Professor of Medicine (or other specialty) will report directly to the President of the University. As the current Chief Academic Officer of the College of Medicine, the Dean’s responsibilities fall directly under the jurisdiction of the College of Medicine Bylaws, and include the following:

#### **I. Responsibilities:**

- The Dean is currently recognized as the chief academic officer of the College of Medicine. As such, s/he will provide extraordinary leadership to enhance the academic, cultural, and fiscal environments of the College.
- The Dean shall forward and advocate the policies of the College at all academic and public levels and shall be further responsible for keeping the faculty and staff informed of any decisions, activities or plans generated which affect the operation of the system at large, be it at the university or governmental level.
- The Dean is directly responsible for the recruitment and recommendation of appointments of departmental chairs who serve at the pleasure of the Dean. The Dean establishes periodic review of the achievements and performance of administrators and chairs within the College of Medicine.
- The Associate and Assistant Deans (and Directors) are recruited and nominated by the Dean of the College of Medicine and hired and approved by the President, as delegated authority by the Board of the Trustees, who may review and endorse the actions of the President.
- The Dean or his/her designated representative shall confer on a regularly scheduled basis with the Departmental Chairs and the various committees established by the College of Medicine.
- The Dean shall assist in the appointment of those committees (faculty-based) which aid in their ability to perform their duties, except when prohibited by established procedure



or policy. The Dean shall also appoint those institutional committees as required by accrediting and governmental agencies.

- The Dean shall convene annually with the faculty to review the general progress of the College of Medicine at all pertinent levels of development and administration.
- The Dean or designee will present at tri-quarterly meetings of the College of Medicine's Faculty Senate.
- The Dean is responsible for ensuring that all accreditation requirements of the LCME and WASC are successfully met, including the timely submission of all reports and notices of planning for substantive changes.
- The Dean shall provide oversight and maintain accountability of Department Chairs and faculty performance.
- The Dean shall be responsible for budgetary compliance and financial sustainability through responsible budgeting and spending oversight. Additionally, other fiscal responsibilities shall include revenue enhancement (when the opportunity arises), participation in university efforts to cultivate philanthropic endowments and annual donation and gift giving campaigns or initiatives.
- The Dean possesses the authority to propose the formation, dissolution, or transfer of a department or division with corresponding input from the Faculty Executive Committee. Any such proposal is to be confirmed directly by the Office of the University President and the Board of Trustees. The Dean also serves as a nonvoting member of the Faculty Executive Committee and is responsible for the administration of the Medical College Practice Group, including its various compliance outlets. The Dean may also, at his/her discretion, levy taxes on departmental clinical practice funds, and any associated reserves to ensure the financial and intellectual stability of the College of Medicine.

## **II. Performance Expectations: The following is a list, but not limited to, of performance areas that will be subject to annual and or periodic performance appraisal.**

### **1. Leadership**

- Provide effective leadership in carrying out the mission of the College.

### **2. Management**

- Serve as the chief academic officer of the college
- Maintain an effective team of college administrators which shall be responsible for all aspects of the operations of the college and shall be accountable to the University Administration
- Lead the College to meet and maintain all applicable accreditation requirements
- Maintain and establish a full compendium of policies and procedures
- Maintain oversight of curriculum development to ensure compliance with all State and Federal regulations, as well as industry standards



- Implement an effective personnel system, i.e. recruitment, development, retention, evaluation of the College Administrators, faculty and staff
- Establish, design, and supervise an effective administrative structure that promotes performance, accountability, sub-structure within the College
- Make effective use of, and appropriately allocate, all resources (personnel, money, equipment, space)
- Manage and maintain institutional facilities in a satisfactory manner within available resources
- Implement institutional objectives by proper planning and budgeting
- Ensure sound fiscal management
- Ensure academic soundness in activities of students and faculty

### **3. Planning**

- Provide a clear and well-defined vision of the College consistent with the Strategic Plan and the education mission of the University.

### **4. Academic Quality**

- Understands differences among educational programs
- Promotes efforts to improve quality in academic programs and achieves professional accreditation
- Recruits and retains able faculty
- Encourages institutional efforts to improve retention and graduation rates

### **5. Human Relations and Public Relations**

- Demonstrate effective human relation skills with subordinates, faculty, staff, students, community leaders, and others associated with the institution
- Maintain excellence in public relations with the internal and external communities
- Be a strong and persistent advocate for the institution in its relations with state and local governments, private sector, and the public

### **6. Responsibility to the President's Office**

- Inform the University President regarding significant matters affecting the institution
- Ensure that all decisions are legal, ethical, and in compliance with policies and procedures of the University

### **7. Resource Development**

- Engage in effective external resource development



**III. Position Characteristics, additional Title(s):** The Dean of the College of Medicine shall be appointed to a professorship in one or more departments within the College of Medicine, and or other additional administrative title within the College or University and shall be appointed to the post by the current University President with the authority vested by the Board of Trustees.

**IV. Reporting Relationship:** The Dean of Medicine will report directly to the University President and shall prepare an annual composite report, in addition to providing intermediate summaries as dictated by the University President and the Board of Trustees.

**V. Qualifications:** The following list is not exhaustive. Additional information and paperwork will be provided. The candidate is required to do the following:

- On the initial day of employment at CNUCOM, furnish appropriate documentation verifying legal status permitting candidate to work under applicable U.S. immigration laws.
- Present a certification that he/she has successfully completed his/her residency training program and is board eligible or board certified.
- Possess a valid, unrestricted license to practice medicine in the State of California. The candidate should initiate the application process immediately if not currently licensed. This process may take more than 90 days for completion.
- In addition, CNUCOM will verify the credentials presented by the candidate.

**Education:**

- Terminal degree (MD, MD/PhD, DO) with Board Certification in the respective clinical

Nothing written in this executive description shall be construed as to prohibit the University President or the Board of Trustees from conferring additional titles or responsibilities unto the Dean of the College of Medicine either *pro tempore* or for more defined periods of time.

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