

Job Title:

Associate Dean for Academic Affairs and Pre-Clinical Education

Reports to:

CAO/Dean

Job Description:

The Associate Dean for Academic Affairs and Pre-Clinical Education (ADAA/PCE), administers educational programs, curriculum, technology, student services in the area of Academic Affairs within existing CHSU COM policies and procedures. The ADAA/PCE, Assists in the planning, direction and management of the Academic Affairs Division and provides leadership for the development and implementation of new programs, technology and/or services.

**Duties &
Responsibilities**

Working with the Founding Dean, the Associate Dean for Academic Affairs and Pre-Clinical Education will lead the establishment of a new osteopathic medical college. Duties include, but are not limited to:

- Collaborate in developing the pre-clinical curriculum and student evaluation process
- Collaborate with the Dean to secure timely accreditation
- Approve and recommend to the curriculum committee/Dean, the selection of educational materials and equipment Building local, state and federal relationships with concerned stakeholders
- Work with the Executive Associate Dean for Clinical Affairs to integrate the clinical and bio-medical sciences into the complete curriculum of the college and assist with the integration of Osteopathic Principles and Practices
- Develop and manage the Academic Affairs Division budget provides leadership in strategic planning and budget development develops and recommends budget requests for operational, capital, revenue and grant funds administers approved budgets from all fund sources in accordance with college, district and/or agency guidelines' approves related purchases
- Recruit, interview and recommend Bio-Medical faculty for employment, including Department Chairs.
- Recommend promotion or dismissal of faculty
- Ensure faculty development for Bio-Medical faculty, including on-site and off-site training for didactic, office and hospital-based teaching may coordinate delivery of services at distant locations
- Provide reports to the Dean, as requested, to include, but not limited to, those needed for program evaluation and accreditation. Monitor and evaluate programs/ services to meet learning outcomes. Oversight of the intuitional outcome and effectiveness report to the community and COCA

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**Qualifications/
Education:**

- Encourage and provide leadership in the field of research
 - Promote the mission of CHSU COM to the faculty, staff, students and community at large
 - Promote effective and productive working relationships among faculty, staff and students and act as a liaison between faculty and students
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- Terminal degree required.
 - AOA or ABMS board certification in primary specialty and must have a license to practice medicine or ability to be licensed, in California, if a physician.
 - Five years' experience in undergraduate medical education
 - Distinguished record of academic scholarship and research.
 - Held an academic administrative position for at least three years.
 - Experience in accreditation, curricular development, faculty evaluation, and/or strategic planning Familiarity with COCA accreditation standards and processes.
 - Strong team leadership and communication skills, excellent interpersonal abilities.
 - Innovative and creative ideas for success in a changing landscape of research funding Experience evaluating research proposals.
 - Excellent decision-making and problem-solving skills.
 - An ability to develop and implement strategies to address long-term opportunities

Disclaimer:

This description is intended to indicate the basic nature of the position and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

About CHSU:

California Health Sciences University was founded in 2012 and is the first university of its kind in the Central Valley. Envisioned by the Assemi family, CHSU offers a local option for health care professionals seeking post-graduate and doctoral programs and to help remedy the shortage of health care services offered in the Valley. To fulfill its mission, CHSU has initiated the development of a College of Osteopathic Medicine (COM).

As an important first step in the implementation of its COM, CHSU has had the privilege of retaining Douglas Wood, DO, PhD as its founding dean. Dr. Wood is one of the most respected and experienced leaders in Osteopathic Medical education with a focus on leading innovation in health care and education.

Dr. Wood's leadership team will have an unequalled opportunity to participate in creating an exceptional and truly innovative program. Central aspects will include, but are not

limited to:

- An emphasis on community engagement, the care of the underserved, and the development of scholarship skills;
- The development of competence with medical technology;
- Innovative approaches to curricular organization;
- Alignment with other professional programs to support patient-centered, interprofessional, team-based practice;
- The use of team-based learning as the central pedagogy in the preclinical curriculum. Other modes include laboratories, projects, guided discovery, and assessments. The focus is on TEAMS, ACTIVE LEARNING, COMPETENCY, PERFORMANCE, and GROWTH.

Salary:

Position offers competitive wage based on experience plus benefits.

An EEO Employer.

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted.

Please send a completed package electronically to careers@chsu.org and type **Associate Dean for Academic Affairs and Pre-Clinical Education** in the subject line.

*CHSU is an Equal Opportunity/Affirmative Action Employer.
Minorities, women, veterans, and persons with disabilities are encouraged to apply.*