Touro University California, a rapidly growing university offering graduate programs in health sciences and education, has an excellent opportunity for an **Associate Dean for Assessment and Curricular Innovation** for Touro University California College of Pharmacy on our Mare Island campus. The university is part of the Touro College and University System and is located on the northern tip of San Francisco Bay in Vallejo, California. Touro University California is an independent, non-profit Jewish-sponsored institution. It has 1,403 students in three graduate professional colleges (Osteopathic Medicine, Pharmacy, Education and Health Sciences).

**POSITION DESCRIPTION:**

The Associate Dean for Assessment and Curricular Innovation, acting under the direction of the Dean, leads the College in areas related to assessment and academic programs. The Associate Dean is a member of the College of Pharmacy Management Team. S/he assists the Dean in academic and curricular matters, including the preparation of accreditation and College- and University-level reports and projects. S/he supports faculty development as it relates to curricular and programmatic innovation. The Associate Dean acts as an ex officio member of select College Standing Committees relevant to his/her expertise and job responsibilities, as well as an advisor to other members of the Management Team as assigned by the Dean. The Associate Dean should have a demonstrated record of academic administration and assessment, including developing and sustaining new and/or revised programs, and experience with faculty development, team building, scholarly activity, and budget management. S/he must have excellent interpersonal and communication skills, and the ability to lead in a dynamic and fast-paced environment.

**SPECIFIC RESPONSIBILITIES:**

- Oversee curriculum development and delivery, including: the coordination of curricular content, learning outcomes, high stakes exams.
- Serve as a champion for interprofessional education and coordinate its integration into the program.
- Lead and advance new curricular initiatives (e.g. electives, dual or new degrees/tracks), including convening ad hoc working groups as needed.
- Work with faculty to identify, design, develop, and implement strategies, tools and processes to meet accreditation standards.
- Coordinate curricular and programmatic assessment, in a manner that ensures continuous quality improvements (e.g. course and faculty evaluations; programmatic effectiveness; student, faculty and alumni surveys; 25-item assessment plan).
- Oversee the preparation of accreditation data and reporting, the academic calendar, student and faculty handbooks, catalog revisions, the strategic plan, annual reports, and other official documents.
- Coordinate the use of programmatic information for different internal and external stakeholders using multiple communication platforms.
- Promote faculty development and collaboration, particularly in relation to curricular and programmatic innovation (e.g. by providing updates on academic trends, new teaching methods, technologies and pedagogies).
- Stimulate and lead assessment research and scholarship.
- Provide reports and other documents as requested by the Dean, in support of the program.
- Participate in faculty and management team meetings, and serve as an ex officio and advisor for select
College committees and administrators as assigned by the Dean.
- Represent the College in university, community and professional activities as assigned by the Dean.

SUPERVISORY RESPONSIBILITIES:

The Associate Dean of Assessment and Curricular Innovation supervises the Data Assessment Coordinator in the College of Pharmacy and select members of the Management Team as assigned by the Dean. Supervisory responsibilities include assigning work, evaluating performance, and assisting in setting priorities and resolving problems of persons under his/her supervision.

QUALIFICATION(S):

- PharmD, PhD and/or other doctoral degree, with experience in health professional education.
- Track record of leadership, program development experience, and collegiality.

CORE COMPETENCIES:

- A demonstrated record of academic teaching, scholarly activity, professional service and the leadership skills necessary to promote these qualities among the faculty.
- Experience in administration, including program and curricular development, assessment, policy development, faculty development, and budget management.
- Strong problem solving skills, with a demonstrated track record of identifying and filling gaps in a proactive manner.
- Strong interpersonal skills and the enthusiasm and motivation to contribute to the growth and development of programs in the College.

Salary is competitive and commensurate with background and experience. Letters of application and resume with a list of 3 references should be directed to:

Search Committee
1. Email CV: Apply@tu.edu
   Subject: Your Name, Associate Dean for Assessment and Curricular Innovation
   OR
2. Mail: Touro University California
   1310 Club Drive Vallejo, CA 94592