Associate and Assistant Deans Job Descriptions of the
UCLA School of Dentistry

<table>
<thead>
<tr>
<th>Job title</th>
<th>Senior Associate Dean</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Dean</td>
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</table>

**Job purpose**

The Senior Associate Dean serves as the senior most advisor to the Dean. In this role, he/she works closely with the Dean to identify priorities, opportunities, and threats and to devise strategy towards continuous advancement towards the School’s mission and vision, as articulated in the Strategic Plan.

The Senior Associate Dean is responsible for all aspects of academic personnel including but not limited to recruitment, hiring, appointments, merits, appraisals, five-year reviews, and disciplinary actions. He/she provides advice and guidance in faculty development and ensures that the School offers opportunities for faculty to develop their clinical, educational, scholarly and administrative activities.

The Senior Associate Dean works closely with all other Associate and Assistant Deans to advise and consult, and with the FEC committees for faculty matters.

**Duties and responsibilities include (but are not limited to) the following:**

- The Senior Associate Dean is a leader with a demonstrated ability to provide direction to faculty, staff and students, mediate and resolve conflicts, and comply with all applicable laws and university policies.
- Assist the Dean in carrying out duties as assigned, and serves as Acting Dean on appropriate occasions.
- Provides strategic leadership and advice to the Dean and faculty on academic issues
- Represent the Dean in his/her absence as delegated
- Oversee the development and maintenance of Dean-appointed committees
- Advise the Dean relating to School of Dentistry faculty, including the development and interpretation of policies and procedures; recruitment, promotion, and tenure; faculty and chair orientation, counseling, and mediation; faculty development and governance; grievance and appeal procedures; and contractual, compensation, and legal issues.
- Primary point of contact between the SOD and the Vice Chancellor for Academic Personnel
- Primary point of contact between the SOD, the David Geffen School of Medicine, or other schools for academic personnel matters
- Represent the SOD at all meetings related to academic personnel on campus or at UCOP
- Serve on SOD committees, including but not limited to: Dean’s Leadership Team, Chair’s Meetings, Dental School Compensation Plan, Hearing Board, Student Faculty Liaison,
Committee for the Advancement of Pre-Doctoral Education, Industry Relations and Accreditation Steering.

- Advise and consult with SOD associate deans, chairs, program directors, staff and students
- Other duties as determined by the Dean
- Effort dedicated to various activities
  - Administration 60%
  - Private practice 15%
  - Creative activities 20%
  - Teaching/Mentoring 5%

Qualifications

- List (required) attributes, i.e. background, training, skills, etc.
  - The Senior Associate Dean must be a strong leader, with a demonstrated ability to provide direction to faculty, staff and students, mediate and resolve conflicts, and comply with all applicable laws and university policies.
  - Proven ability to provide visionary leadership in a complex environment.
  - Demonstrated leadership and effectiveness in building strong working relationships with a collaborative and inclusive leadership style.
  - Professor with Academic Senate membership
  - Working understanding of the operations of the SOD
  - Understanding of academic personnel processes
  - Well respected by the faculty
  - Demonstrated ability to analyze and problem solve complex issues
  - Ability to work and in a team setting and lead when necessary
  - Ability to develop consensus agreement amongst constituents
  - Flexibility to accommodate the schedule of the Dean and to represent the Dean on short notice

Direct reports

Direct reports include the Director of the School of Dentistry Academic Personnel Office.
**Job title**
Associate Dean of Clinical Dental Sciences

**Reports to**
Dean

**Job Purpose**

The Associate Dean of Clinical Dental Sciences provides management supervision and oversight for all clinic operations in the UCLA SOD both in the Westwood and Venice facilities, excluding the UCLA Faculty Group Dental Practice.

The Associate Dean of Clinical Dental Sciences works closely with:
- Academic discipline chairs
- Post-doctoral program directors (residencies and others)
- Specialty/ancillary clinics staff supervisors
- General clinic director and staff
- Group Practice Directors
- Senior Associate Dean
- Associate Dean of Student Affairs
- Assistant Dean for Finance
- Assistant Dean for Administration and External Relations
- Director of Pre-Clinical Dental Education (4th floor laboratory)
- Environmental Health and Safety officer
- Store room manager
- UCLA risk management office
- axiUm Conversion Steering Committee, including IT staff
- Facilities manager

**Duties and Responsibilities Include (but are not limited to) the Following:**

- Administration 60%
- Private practice 20%
- Service (committee service) 10%
- Creative activities 5%
- Teaching/Mentoring 5%

- **Primary job responsibilities include:**
  - Clinic operations (Westwood [non-subgroup) and Venice]
    - ± 67,000 patient visits per year
    - Revenue of ± $11 million/year
    - ± 400 dental students at any given time
    - ± 150 residents/post-graduate trainees at any given time
    - Over 50 clinic staff members, excluding those in specialty and other ancillary clinics
  - Committee service
    - As Associate Dean of Clinical Dental Sciences
      - Accreditation Steering Committee – Member
      - Committee for the Advancement of Pre-Doctoral Education - Ex-Officio Member
      - Implant Center Steering Committee - Ex-Officio Member
Dental Student Kit Committee - Chairman
Outcomes Committee - Ex-Officio Member
Student Performance Committee - Ex-Officio Member
Patient Care Committee - Ex-Officio Member
Post-Graduate Certificate and Residency Program Committee - Ex-Officio Member
Student-Faculty Liaison Committee – Member

Organization service (required and/or highly recommended local, regional, national)

- Serves as the UCLA liaison and responsible representative party to the WREB
- Serves as the UCLA liaison with the dental laboratory the contract with the UCLA Dental Clinics at the pre-doctoral level
- Serves as the point person for the relationship with ASUCLA, particularly in matters related to the student kit and other related businesses between the SOD and the Students’ Store
- Serve as the primary facilitator between vendors (existing or new) of products/services and the SOD (examples are Bien Air, Henry Schein, etc.)
- Serve as the school main representative in projects that involve campus/CHS facilities, ranging from janitorial services, through functional repairs and updates, to capital projects such as facilities remodeling
- Serve as UCLA representative to the West Los Angeles Dental Hygiene program Advisory Board

Close collaborations with either other Associate Deans and/or faculty

- Clinic Director
  - Day-to-day operations of the pre-doctoral clinic
  - Problem-solving for pre-doctoral clinic and 3rd floor laboratory
- Group Practice Directors’ Supervisor
  - Day-to-day operations of student/patient interactions
  - Mediate disagreement between GPDs
  - Facilitate resolution of issues between GPDs and faculty members
- Assistant Dean of Finance
  - Clinic budget
  - County Ryan White contract renewal and administration
  - Federal Ryan White grant application and administration
- Assistant Dean of Administration and External Relations
  - Clinic facilities
  - Clinic staff management
  - axiUm implementation/management/problem solving
  - Evaluation or new ventures such as the Ashe program
  - Ad-hoc investigations on faculty, staff and student misconduct

Any teaching or service duties related to this position

- Loupes selection presentations
- Presentations related to axiUm to students, staff and faculty
- Ad-hoc presentations on matters related to clinic operations

Qualifications

Incumbents in this position should possess the following qualifications:
Be a practicing dentist with direct (chair-side) patient interaction (excludes dentists whose practices are laboratory- or public health-based, as examples)

- Experience as a clinical educator, didactic educator, and in working in a multidisciplinary environment with large groups (part-time faculty, staff, students)

- Solid understanding of comprehensive dental care, particularly as it pertains to treatment planning this includes knowledge in Restorative Dentistry, Periodontics, Endodontics and tooth replacement

- Instinct and experience about the scope of work of a general dentist vs. the scope of work of specialists

- Deep understanding of the workflow related to patient care in the UCLA Dental Clinics, with an acute sense to detect bottlenecks, inefficiencies, and develop/implement solutions

- Basic but solid understanding of finances and manage the enterprise conservatively when utilizing resources, yet addressing the clinical needs of the educational programs

- Openness to different points of view, but must possess a strong character to adhere to the decisions that are made

- List of (preferred) attributes, i.e. background, training, skills, etc.
  - Ability to entertain exchanges of ideas from groups with different and often opposing points of view
  - Ability to make decisions that are in the best interest of the organization, and apply policies and regulations transparently and across the board
  - Comfortable making decisions that are often neither popular nor agreeable by all
  - Willingness to support and adhere to policies that are in the best interest of education, patient care and the school
  - Ability to respectfully manage relationships with colleagues, trainees and patients and to resist efforts that are manipulative or self-serving;
  - Agility, as new issues emerge on a daily basis, often without notice, and require prompt solutions

Direct reports

Provide a complete list of positions (job titles rather than names) that report to you, solely for the purpose of this administrative position.

- General clinic director
- Venice Dental Center clinic director
- Group practice directors’ supervisor
- Environmental and Health Safety officer
- Store room manager
- axiUm conversion steering committee – as chair
Job title  
Associate Dean of Academic Affairs

Reports to  
Dean

Job purpose

The Associate Dean of Academic Affairs provides leadership and oversight for all educational programs including the predoctoral DDS program, advanced specialty and certificate programs, and the postgraduate preceptor and advanced clinical training programs. The Associate Dean is responsible for ensuring that all of the School’s educational programs are in compliance with accreditation standards, and is responsible for leading the accreditation self-study processes and site visits.

The Associate Dean for Academic Affairs works closely with the faculty, the Associate Dean for Clinical Affairs and the Curriculum and Outcomes Committees to facilitate the implementation of an effective, cutting-edge didactic and clinical curriculum.

Duties and responsibilities include (but are not limited to) the following:

- This is a 100% time position, including 50% for administration responsibilities related to the position, 20% teaching, 20% creative activities, 10% clinical practice and service.
- Lead and supervise the administrative and professional staff within the Office of Academic Affairs. (25%)
- Provide curriculum Assessment and Evaluation, including the administration of the annual D4 exit surveys, alumni surveys, humanistic environment surveys, SOD competency. (10%)
- Ensure ongoing programmatic quality assurance, by reviewing all courses with respect to the defined competencies of the school, student evaluations of instruction, incorporating contemporary information technology, and implementing required programmatic changes. (10%)
- Be an ex officio member of the Curriculum Committee and of the Program Director’s Committee and work with the Committees on issues of curriculum development and evaluation. (5%)
- Assist in the scheduling of didactic, preclinical and clinical courses and activities for the predoctoral program and scheduling of core courses for the postdoctoral residency and certificate programs. (10%)
- Provide support in curriculum delivery technologies for the faculty. (5%)
- Oversee Faculty Development including workshops to provide current theories of learning, review of recent innovations in dental education, and stimulate the development of skills essential to improving and evaluating educational practices. (5%)
- Collaborate with the Associate Dean of Student Affairs to maintain a humanistic and inclusive learning environment for a diverse student body. (5%)
- Collaborate with the Associate Dean for Clinical Affairs to support a productive and educational clinical experiences for the students, residents and trainees. (5%)
- Interact with the Senior Associate Dean and the Associate Dean for Research to support educational research activities, liaison with the School’s faculty and interface with campus wide opportunities related to educational scholarship and creativity. (10%)
• Network with Associate Deans from the other schools and colleges to foster interprofessional and cross-disciplinary education and innovation. (5%)
• Be a member of the School of Dentistry senior leadership team and participate in assignments and tasks as directed by the Dean. Accommodate the schedule of the Dean and to represent the Dean on short notice (5%)

Qualifications

Incumbents in this position should possess the following qualifications:

• **Required attributes:**
  • Associate Professor or Professor with Academic Senate membership
  • Possess a thorough understanding of the curricular and educational activities of the School
  • Have experience in both didactic and clinical teaching
  • Possess strong verbal and written communication skills
  • Be well-respected by the faculty

• **Preferred attributes:**
  • History of leadership including the ability to work in a team setting, creating a collegial, inclusive, diverse and productive environment.

Direct reports

The Associate Dean of Academic Affairs supervises the Director of the Education Program and staff members of the Office of Academic Affairs. The Associate Dean also supervises the Director of the Preclinical Teaching Laboratory.
Job title | Associate Dean of Student Services
Reports to | Dean

Job purpose

The Associate Dean of Student Services provides leadership and oversight of the Student Services Office (SSO) staff to ensure comprehensive services for pre-doctoral dental students (from recruitment to graduation) and successful coordination of the school events that celebrate student milestones and achievements (Orientation, White Coat Ceremony, Senior Awards Ceremony, and Commencement).

The Associate Dean for Student Services works closely with the Dean, Senior Associate Dean, Associate Deans of Clinical Services, Outreach and Diversity, and Education, Assistant Dean for Administration, the Director of Curriculum, Director of Communications, Educational Specialist, and staff of the Development and Alumni Relations Office.

Duties and responsibilities include (but are not limited to) the following:

- The Associate Dean of Student Services is a 100% time position

- Job Responsibilities
  1. Leadership, guidance, and evaluation of the SSO Staff (15%)

  2. Student advocacy and academic, career, and personal counseling. (15%)

  3. Registrar for the School of Dentistry (5%)
     - Maintain accuracy and confidentiality of student records
     - Verification of degrees and academic status
     - Maintenance of accurate transcripts

  4. Committee Assignments (15%)
     Student Performance ex officio
     Admissions, ex officio
     Scholarship, ex officio
     Awards, Chair
     Student Faculty Liaison, Member

     For the Student Performance, Admissions, and Scholarship Committees, the Associate Dean responsibilities include:
     - Preparation of data for committee meetings and quarterly reports
     - Ensuring that committee members adhere to School and University policies and best practices, including maintaining confidentiality
     - Serving as liaison to School administration and other faculty as needed to facilitate committee business
     - Ensuring that staff support meets the needs of the Committee chair and members

  5. Informal supervision of the Educational Specialist in his capacity as coordinator, trainer, and troubleshooter for OASIS, the academic management system (10%)
     - Maintain accuracy and confidentiality of student academic records
- Ensure that course chairs adhere to SOD policies on grading, remediation

6. Write the Institution Evaluation for current students and alumni applying to postgraduate programs (10%)

7. Recruitment and Pre-Dental Outreach (10%)
   - Advisor to UCLA Pre-Dental Student Outreach Program
   - Participation in Core-Build Day and SNDA Impressions Day
   - Speaking at pre-dental outreach events when Associate Dean for Outreach and Diversity is unavailable.

8. Academic Responsibilities: (10%)
   - Chair or Co-Chair of the PFD 100 course: Introduction to the Dental Profession
   - Chair or Co-Chair of the Professional Responsibility courses

9. Manage the School of Dentistry Policy on Student Conduct and Discipline and serve as liaison with campus Office of Student Conduct and Campus Counsel when dental students are involved in misconduct (3%).

10. Training and mentorship of new faculty (and reminders to current faculty) regarding policies relevant to students (1%). This includes a presentation at the annual retreat to keep faculty updated and informed.

11. Recruitment, assignment, and evaluation of student tutors as requested by course chairs, students, Student Performance Committee, and Group Practice Directors (1%).

12. Miscellaneous Responsibilities (5%)
   - Selection and orientation of AUM student participants (shared with Senior Associate Dean)
   - Advisor to UCLA ASDA
   - Faculty Advisor and Editor of the Diastema News

- Please note that the percentage time devoted to each responsibility varies significantly depending on the time of the academic year.

**Qualifications**

Incumbents in this position should possess the following qualifications:

- Required
  - DDS or DMD degree
  - Excellent organizational skills and ability to multi-task
  - Effective communication skills, both verbal and written
  - Ability to interact effectively with students, faculty, administrators, and staff
  - Familiarity with (or ability to learn quickly) Federal, University, and SOD policies relevant to students
  - Ability to balance concern for student well-being with high standards of academic performance and ethical behavior
- Staff management and team building expertise

- Preferred
  - Faculty position
  - Teaching experience
  - Previous experience in student services and/or student related committees

**Direct reports**

Direct supervision
- Director of Student Services (1 FTE)

General supervision
- Admissions Coordinator (1.0 FTE)
- PPID Coordinator (1.0 FTE)
- Academic Resources Coordinator (1.0 FTE)
- Financial Aid Coordinator (0.8 FTE)

Informal supervision
- Educational Specialist in his capacity as coordinator, trainer, and troubleshooter for the OASIS academic management system.
Job title | Associate Dean of Equity, Diversity and Inclusion
---|---
Reports to | Dean

**Job purpose**

The Associate or Assistant Dean for Outreach and Diversity (a) provides leadership and oversight for our efforts in building and sustaining an equal learning and working environment by holding ourselves accountable to our professed ideals, (b) is responsible for promotion, facilitation, and coordination of SOD-sponsored community service activities.

The Associate Dean for Outreach and Diversity serves on the Admissions Committee, serves as Equity Advisor for the SOD, is *ex officio* on the Diversity Committee, and works closely with the Associate Dean for Student Affairs, the Admissions Committee Chair, Director of Student Services, Faculty Search Committees, and the Office of the Vice-Chancellor for Equity, Diversity, and Inclusion (VCEDI).

**Duties and responsibilities include (but are not limited to) the following:**

- Identify what percent time this position should be, e.g. 100%, 50%, etc., include what percent time is spent on job responsibilities, teaching, creative activities, clinical practice and service. We recognize that the sum total of all duties can exceed the standard definition of 100% time, but give your best estimation.
  - Associate Dean responsibilities and initiatives: 45%
  - Teaching: 20%
  - Creative activities: 5%
  - Clinical practice (if position is held by a DDS/DMD): 10%
  - Service: 20%

- Create a bullet list of primary job responsibilities include a description of your organization, committee/organization service (required and/or highly recommended local, regional, national), close collaborations with either other Associate Deans and/or faculty, any teaching or service duties related to this position.
- Place in parentheses after each bulleted item a relative percent of your time that is dedicated to each bullet, e.g. (10%). The total should not exceed 100%.
- It is preferable that you be more inclusive than exclusive with your description as it can be edited/modified after the review.

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<thead>
<tr>
<th>Task Description</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Admissions Committee meetings, application reviews, and applicant interviews</td>
<td>30</td>
</tr>
<tr>
<td>Director of UCLA Dental Post-Baccalaureate Program</td>
<td>20</td>
</tr>
<tr>
<td>Recruitment and mentoring of URM and disadvantaged pre-dental students (in addition to Post-Bac and SHPEP)</td>
<td>12.5</td>
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<tr>
<td>Co-PI, Summer Health Professions Education Program (SHPEP)</td>
<td>10</td>
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<tr>
<td>Counseling and advising dental students, staff, and faculty</td>
<td>10</td>
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<tr>
<td>Coordinating and participating in SOD pre-dental outreach events</td>
<td>5</td>
</tr>
<tr>
<td>Recruitment visits to pre-dental student organizations at targeted colleges and universities; speaking to students attending SOD pre-dental outreach events</td>
<td>3</td>
</tr>
<tr>
<td>Task Description</td>
<td>Weight</td>
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<td>---------------------------------------------------------------------------------</td>
<td>--------</td>
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<tr>
<td>ADEA: active membership in Section on Minority Affairs, attendance at Annual</td>
<td>3</td>
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<tr>
<td>Session and Fall Meetings</td>
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<tr>
<td>Maintain national and local memberships in NDA, HDA, SAID, and attend (on</td>
<td>2.5</td>
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<tr>
<td>average) one annual conventions for these groups</td>
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<tr>
<td>Review and approval of all SOD faculty search plans</td>
<td>0.5</td>
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<tr>
<td>Intake and referral of complaints and allegations from faculty, staff, and</td>
<td>0.5</td>
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<tr>
<td>students pursuant to Title IX, Faculty Code of Conduct, and anti-discrimination</td>
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<tr>
<td>policies.</td>
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<tr>
<td>SOD Diversity Committee, ex officio member, one hour meeting/quarter</td>
<td>0</td>
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### Qualifications

Incumbents in this position should possess the following qualifications:

- List (required) attributes, i.e. background, training, skills, etc.
  - Experience in promoting and confirming adherence to equity, diversity, and inclusion in higher education
  - Excellent communication and interpersonal skills
  - Thorough understanding of implicit bias and microaggression concepts
- List (preferred) attributes, i.e. background, training, skills, etc.
  - Experience in higher education as a chief diversity officer
  - Experience in implicit bias and micro-aggression training
  - Experience in developing policy and procedures pursuant to Title IX and anti-discrimination laws.

### Direct reports

- Staff support for Post-Bac Program. 20% of an admin assistant’s effort is allocated to the PBP, and 80%.
Job title | Associate Dean of Research
---|---
Reports to | Dean

**Job purpose**

The Associate Dean of Research provides leadership and oversight for the UCLA School of Dentistry's mission to be one of the nation's and the world's leading research intensive and committed dental schools. The charge of the Associate Dean of Research is to unite people, resources and opportunities for the creation, preservation and transmission of knowledge through five areas of supporting and administering research funding, building relationships with federal, private and industrial corporations and foundations, licensing research inventions, ensuring research integrity and overseeing human and animal research.

The Associate Dean for Research reports directly to the Dean and works closely with the UCLA Vice Chancellor of Research, Office of Contracts and Grants Administration (OCGA), DGSOM Dean of Research, Fielding School of Public Health Dean of Research, JCCC Director School of Dentistry faculty investigators, SOD grant analyst, training grant coordinator, research fellows, graduate students, dental students, research scholars and undergraduate and high school students.

**Duties and responsibilities include (but are not limited to) the following:**

The Associate Dean of Research at the UCLA School of Dentistry provides support and service to administer, service, coordinate, counsel and teach research activities across the enterprise and provides support to the entire School of Dentistry. The total efforts and percent time demanded can range from 30 to 50% (0.3 to 0.5 FTE at any one time). 30% is the usual demand.

- **Research grants and Project administration (45%)**
  Assist researchers to navigate the financial and regulatory requirements associated with the funding of projects. The Office of Contracts and Grants Administration (OCGA) reviews proposal submissions, manages grants and awards, and provides other services related to research projects and funding.

- **Faculty research (10%)**
  Provide guidance for research training and career development counseling, including funding mechanism for career development and research project awards. Organize and coordinate multi-disciplinary projects such as program project grants and training grants.

- **Student research (10%)**
  Provide leadership and support for student research activities including the National Student Research Group, ASDA, matching of dental students to faculty research laboratories, and provides travel funds to attend national meetings. Introducing research to dental students (Professionalism and Doctoring, PFD100), graduate students and residents (OB212) and PPID (PPID Orientation).
• **Annual School of Dentistry Research Day (5%)**
  Organization of the Annual Research Day at the School of Dentistry. A half day event in February to celebrate research at the School. An eminent outside keynote speaker is invited to start the Day, followed by student (dental, graduate, resident and postdocs) poster winners presentations which is an internal event that occurred two days prior. Then an hour of poster displays typically 50-60 in numbers. At 5pm is presentation of prizes to poster winners and the day ends with a buffet dinner for all.

• **Corporate Engagement and Foundation Relationships (10%)**
  Partnerships with industry and philanthropic organizations accelerate innovation and support the educational, scientific and scholarly mission of the School and University. Corporate engagement and foundation relations helps develop relationships between our researchers and these organizations to implementing policies on sponsored research.

• **Technology Licensing (10%)**
  Our research innovations change the world. Our research on cancer genetics, regenerative medicine, bioengineering and life-saving technologies exemplifies work that benefits society. The Technology Development Group (TDG) helps transfer discoveries such as these to the marketplace in a manner consistent with UCLA’s emphasis on preeminent research, education and dedication to public service.

• **Research Integrity and Assurance (5%)**
  The Office of Research provide guidance, oversight and educational tools to the research community to ensure that research is conducted responsibly and with integrity. Research Integrity and Assurance helps researchers comply with policies and regulations aimed at ensuring the ethical conduct of research.

• **Laboratory Animal Resources (5%)**
  The Office of Research provide high-quality, humane care for all animals used for instruction, research and testing. Laboratory Animal Resources works with researchers at UCLA to ensure veterinary and animal care that meets or exceeds established standards for the treatment of animals in research.

**Qualifications**

Incumbents in this position should possess the following qualifications:

- List (required) attributes, i.e. background, training, skills, etc.
  - PhD, or DDS/DMD + PhD in health-related field
  - Established research program with a stellar track record of extramural funding, particularly NIH
  - Supervisory experience
  - Associate professor or higher
  - Effective management and leadership skills

- Experience of working effectively with external agencies, particularly NIH and NSF
- The ability to chair formal and informal meetings;
- The ability to command respect.
• List (preferred) attributes, i.e. background, training, skills, etc.
  • Research expertise in dental, oral & craniofacial research

Direct reports

Administrative assistant
Grant analyst
Training grant coordinator
EHS coordinator
Research core coordinator
Lab aide
Job title | Associate Dean of Graduate Studies
---|---
Reports to | Dean

**Job purpose**

The Associate Dean provides leadership and oversight for Graduate Studies.

The Associate Dean for Graduate Studies works closely with Graduate Division.

**Duties and responsibilities include (but are not limited to) the following:**

- Serves as the contact person for the Graduate Division.
- Provides oversight for Oral Biology Graduate Program, including MS and PhD.
- Responsible for the distribution of Graduate Funds.
- Oversee the admission of Graduate Students, including MS and PhD.
- Work with faculty to develop the curriculum of Oral Biology Graduate Program.

**Qualifications**

Incumbents in this position should possess the following qualifications:

- **List (required) attributes,**
  - Associate Professor or Professor with Academic Senate membership
  - Possess a thorough understanding of the curricular and educational activities of the School
  - Have a history of training MS and PhD students

- **List (preferred) attributes, i.e. background, training, skills, etc.**
  - Demonstrated commitment to the promotion of Graduate Programs and studies.
  - Demonstrated advocacy related to graduate education.
  - Record of grant-writing experience.
  - Knowledge of university Graduate Studies policies and procedures.
  - Knowledge of graduate education trends and efforts nationally and internationally
  - Ability to cultivate a rapport with faculty, staff and administration that emphasizes collaboration and support.

**Direct reports**

The MS advisor and PhD advisor report to the Associate Dean for Graduate Studies.
Job title | Associate Dean for Community-Based Clinical Education  
---|---  
Reports to | Dean  

**Job purpose**

The Associate Dean provides leadership for can coordination of our community-based clinical education program. This program provides exposure and immersion experiences for our students with a range of health care delivery models to provide a diverse portfolio of experiences. The program support students development of clinical and leadership skills, competency, confidence, independence, and the ability to self-assess. Through these programs, students gain meaningful experiences by providing compassionate care to underserved populations to ignite and feed the commitment for their career.

**Duties and responsibilities include (but are not limited to) the following:**

- Develop and refine methods of tracking and assessment of student rotations
- Assure competency and compliance with CODA requirements.
- Enhance the quality of the students’ educational experiences
- Calibrate, measure and assess outcomes
- Ensure the use of evidence-based protocols for all treatment
- Work to Influence public policy to improve care for vulnerable populations
- Analyze and assess different healthcare delivery models that provide increased efficiency in care. i.e. compare Community-based Dental Education service programs to others that increase access to care for underserved and vulnerable populations: a. Dental Therapist- Mid-Level Providers b. Expanded Hygiene functions and c. Mobile Dental.
- Facilitate intra- and inter-disciplinary and intra and inter-professional education and patient treatment efforts, i.e. Interprofessional Education (IPE) and Interprofessional Care (IPC) ; Intra/Inter disciplinary Care , through Post- Graduate Residency Program development in CBCE
- Develop, implement and maintain selected sites
  - Obtain contractual agreements with sites (contract forwarded for UCLA’s Office of General Council Approval)
  - Comply with CODA standards and State dental practice acts and regulations
  - Train, calibrate and credential off-site adjunct faculty to work with students.
  - Assist in the development of IPC culture at clinics that treat Medicaid patients
  - Assess rotation outcomes to increase efficiency of patient-centered care and patient satisfaction.
  - Assist in the development of IPC culture at clinics that treat Medicaid patients.

**Qualifications**

Incumbents in this position should possess the following qualifications:

- List (required) attributes, i.e. background, training, skills, etc.
  - Associate Clinical Professor or Clinical Professor
  - Possess a thorough understanding of the curricular and educational activities of the School
- Have experience in both didactic and clinical teaching
- Possess strong verbal and written communication skills

- List (preferred) attributes, i.e. background, training, skills, etc.
  - History of leadership including the ability to work in a team setting, creating a collegial, inclusive, diverse and productive environment.
  - Understanding of Federally Qualified Health Centers policies and practices

Direct reports

The Associate Dean for Community-Based Clinical Education oversees the assistant program director and one staff person.
Job title

Assistant Dean for Administration and CAO

Reports to

Dean

Job purpose

The Assistant for Administration serves as the CAO for the School and oversees the following areas: (1) Staff Human Resources; (2) Programmatic Planning & Implementation (PP&I); (3) Facilities Planning Office (FPO); (4) IT/Computer Services; and (5) Special Projects.

The Staff HR responsibilities include:

- Supervision of the Staff HR Supervisor;
- Overseeing, advising and consulting on all staffing and employment related issues, including potential reorganizations and restructuring;
- Responding to union issues and staff grievances;
- Acting as the school liaison with CHR, Labor Relations, and Employee Disability Services.

The PP&I responsibilities include:

- Administrative oversight of the Postgraduate Training programs and supervision of the Postgraduate Training Coordinator;
- Serving as a member of the Dean's Leadership Team, which addresses and advises the Dean on all issues that may impact the School;
- Serving as the School's HIPAA Compliance Officer;
- Advising and consulting on legal, policy, risk management, compliance, and administrative issues related to new programs or activities and other school matters;
- Working and collaborating with various campus departments, including but not limited to, Campus and Medical Center Counsel, UCOP, HIPAA & Corporate Compliance Office, Audit & Advisory Services, Campus Human Resources, and UCLA Extension to address issues and areas of concern.

The FPO responsibilities of the Asst. Dean include:

- Supervision of the FPO Supervisor;
- Oversight of all Facilities projects and issues, including student labs, building maintenance, and capital improvement and other construction/renovation projects for the School and the Venice Dental Center;
- Oversight of the School's mail services, telecommunication services, copying service, the dental storeroom, dispensary, and technical repair services for the School clinics and labs.

The responsibilities of the Asst. Dean over the IT Office include:

- Supervision of the IT Office Supervisor;
- Serving as the school liaison with DGIT to facilitate and expedite the merger of the school's IT services with DGIT.

The Special Project duties of the Asst. Dean include:
• Addressing/consulting on legal, policy, code of conduct, and compliance, and administrative issues at the School; participating in and conducting investigations of such issues;
• Serving as the School's HIPAA Compliance Officer; reporting and investigating all purported HIPAA violations;
• Acting as the primary liaison with campus units and resources on matters relating to audit issues and/or Whistleblower complaints;
• Strategizing, reviewing, drafting, and/or revising School agreements and policies (e.g. affiliation agreements, professional services agreements, MOUs, Compensation plan provisions, and other agreements as needed);
• Reviewing and editing media and other publication content as needed;
• Drafting communications for the Dean;
• Collaborating and consulting with School administrators on various projects.

Qualifications

• Law degree is preferred
• Demonstrated knowledge of legislative and legal issues in the health care environment.
• Knowledge of UCLA and UC and UCLA policies.
• Demonstrated knowledge of the Health Insurance Portability and Accountability Act (HIPAA), Risk Management policies, Title IX policies, and Discrimination policies.
• Experience in drafting and reviewing agreements.

Direct reports

Direct supervision:

• Staff HR Supervisor (1 FTE)
• Facilities Manager (1 FTE)
• IT Supervisor (1 FTE)
• Postgraduate Program Coordinator (1 FTE)

General supervision:

• Staff HR Office (2.5 FTE)
• Facilities Office (2.5 FTE)

Informal supervision:

• SOD EH&S Officer
**Job title**  
*Assistant Dean for Finance and CFO*

**Reports to**  
*Dean*

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**Job purpose**

The CFO conducts financial resource planning, reporting, analysis, and advises the Dean of financial resources available. Additionally, the CFO oversees the Finance Office and supports faculty in matters concerning finance.

**Duties and responsibilities include (but are not limited to) the following:**

- This is a full time position (100% FTE) and the core duties and estimated time spent is as follows:
  - Fund Management (25%)
  - Financial reports and analysis (15%)
  - Budget planning (15%)
  - Accounting Administration (15%)
  - Collaboration with the Dean on special projects (10% but can be much higher when needed)
  - Fee planning and other tasks due to APB or UCOP (10%)
  - Oversight of the Finance Office (5%, direct oversight is primary responsibility of Finance Supervisor)
  - Addressing faculty finance-related questions (5%)

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**Qualifications**

Incumbents in this position should possess the following qualifications:

- Bachelor’s in Finance, Business Administration, or Accounting
- Knowledge of general accounting principles
- Preferred experience in UCLA financial systems
- Data extraction and analysis
- Ability to manage a wide-range of active projects
- Financial planning experience
- Strong Excel experience
- Strong communication skills

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**Direct reports**

Provide a complete list of positions (job titles rather than names) that report to you, solely for the purpose of this administrative position.

Direct report: Finance Office Supervisor (1.0 FTE)
Indirect reports: Finance Administrative Analyst (1.0 FTE), Fund Manager (1.0), Administrative Analyst (1.0), Administrative Specialist (1.5 FTE)
Job title | Assistant Dean of Clinical Research
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Reports to | Dean

Job purpose

The Assistant Dean of Clinical Research provides leadership and oversight for all clinical research in the School of Dentistry and by School of Dentistry faculty outside the Dental School.

The Assistant Dean for Clinical Research works closely with the IRB (Institutional Review Board), CTSI (Clinical Translational Science Institute), Clinical Trials Office, Clinical Research Government Committee, Conflict of Interest Review Committee, Coverage analysis office, and individual faculty, residents and students performing or planning clinical research studies.

Duties and responsibilities include (but are not limited to) the following:

- Administrative as Assistant Dean of Clinical Research (10% time):
  - Committee meetings, conference calls, and individual member discussions with entities above directly related to responsibilities as Assistant Dean of Clinical research
  - Discussions with IRB; evaluation of clinical research protocols and providing letters of support or internal documents
  - Meetings with Associate Dean of Research; meetings with individual faculty; residents, postdocs, students to assist with protocol development, budget, IRB submission, Clinical trials office submission, coverage analysis, etc.
  - Close collaboration with Associate Dean of Research on specific projects and protocols
  - Discussions with industry representatives to find appropriate fit for clinical research in the School of Dentistry
  - Discussions with School of Medicine to facilitate research projects where dental clinicians are needed.
  - Review and advise on many dental IRB protocols from the Office for the Protection of Research Subjects
  - Review and give school approval and support letters for clinical research projects for industry, foundation, federal applications

Qualifications

Incumbents in this position should possess the following qualifications:

- Experience in developing, reviewing, executing, and monitoring clinical research including observational studies, retrospective studies, and clinical trials.
- Experience in obtaining industry funding for clinical research, and working directly with contract research organizations.
- Successfully navigating the IRB, Conflict of Interest Review Committee (CIRC), and FDA for clinical research projects.
- Have both formal clinical and research training.

Direct reports
• Collaborate and occasionally report to Associate Dean of Research
• Contracts and Grants Analyst for clinical research studies (she reports to Dr. Wong for all general research issues).
• Direct report to Dean as requested