



**California Health Sciences University**  
COLLEGE OF OSTEOPATHIC MEDICINE  
GOVERNING STATUTE NUMBER 3A  
COLLEGE GOVERNANCE AND ROLES OF THE LEADERSHIP

**PURPOSE**

The purpose of this governing statute is to describe the leadership structure for the College of Osteopathic Medicine (COM). Specifically, this policy defines the roles, responsibilities, and authority of the Dean and other key administrative positions within the COM.

**SCOPE**

This policy applies within California Health Sciences University (CHSU) College of Osteopathic Medicine (COM).

**POLICY STATEMENT**

The CHSU College of Osteopathic Medicine (COM) is committed to shared governance, collaboration, and excellence in teaching, research, service, patient care, and administration. This policy identifies the organizational structure, roles, and responsibilities of the COM's administration.

**Dean and Administrative Positions**

**A. Office of the Dean**

The COM shall be administrated by the Dean, who shall serve as the Chief Academic Officer of the COM. The Dean reports to the University President/Provost and must execute all duties in compliance with CHSU statutes, policies, and procedures. The Dean's role is described in full in CHSU's applicable statutes and job description.

The Dean's duties include, but are not limited to:

1. The Dean will provide leadership and effective management to implement and realize the academic mission and strategic plan of the COM.
2. The Dean, in consultation with the President/Provost and with appropriate involvement of faculty, shall ensure the development of and approve the curriculum of the COM and oversee the clinical experiences of students at the COM.
3. The Dean, in consultation with the President/Provost and with appropriate involvement of faculty, is responsible for the recruitment, hiring, promotions, and terminations of the academic personnel of the COM.
4. The Dean will have the responsibility and authority for fiscal management of the COM's budget.



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5. The Dean will ensure that COM faculty and staff are effectively engaged in meeting the accreditation standards that apply to the College and the university.

### **B. Associate Dean for Academic Affairs and Assessment (AD-AA&A)**

The Associate Dean for Academic Affairs (AD-AA&A) reports to the Dean. The AD-AA&A is responsible for administering educational programs, curriculum, assessment, technology, and services in Academic Affairs consistent with associated policies and procedures. The AD-AA&A leads the planning, direction, and management of the Office of Academic Affairs and Assessment (OAA&A) and is responsible for the overall management of the budget for the OAA&A.

Positions reporting to the AD-AA&A include the Department Chair of Biomedical Education, Director of the Office of OAA&A, and the four year-specific Academic Achievement Directors. The AD-AA&A collaborates with and supports the Dean and other Associate and Assistant Deans to support the mission of the COM.

### **C. Assistant/Associate Dean for Graduate Medical Education (AD-GME)**

The Assistant/Associate Dean for Graduate Medical Education (AD-GME) provides program development, coordination, and support for residency training programs, and works with hospitals and Federally Qualified Health Centers (FQHCs) that wish to consider adding or expanding their GME training opportunities.

The AD-GME chairs the GME Committee, works with the Designated Institutional Officials (DIOs) and Program Directors of existing GME programs regarding support and counsel that CHSU may be able to provide to the program, including faculty development offerings, academic affiliation and/or development of Osteopathic Recognition. The AD-GME provides valuable information and provides advice/counseling for those participating in the residency Match process that helps students to make informed decisions regarding their residency application.

The AD-GME collaborates with and supports other Associate and Assistant Deans to support the mission of the COM. This position reports to the Dean.

### **D. Assistant/Associate Dean for Community Clinical Education (AD-CCE) AD-CEE**

The Assistant/Associate Dean AD-CEE Community **Clinical Education (AD-CCE) establishes** relationships with community clinical partners for clinical clerkships. This role works closely with the Experiential Education leadership of all other CHSU programs to ensure smooth preceptor relationships throughout the Central Valley.

Positions reporting to the AD-CEE include the Clinical Education staff as well as all community-based clinical preceptor faculty. The AD-CEE collaborates with and supports other Associate and Assistant Deans to support the mission of the COM. This position reports



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to the Dean.

## **E. Associate Dean for Osteopathic Clinical Education and Simulation (AD-OCE&S)**

The Associate Dean for Osteopathic Clinical Education (AD-OCE&S) works collaboratively to ensure that osteopathic principles, philosophy, and practices are included within all four years of the undergraduate curriculum. The AD-OCE&S also assists the Associate Dean for Graduate Medical Education to help ensure that osteopathic principles and practices span the spectrum of osteopathic medical education. The AD-OCE&S, in partnership with the Clinical Department Chairs, oversees and manages all on-campus clinical curriculum components delivered by the physician faculty. Positions reporting to the AD-OCE&S are the Department Chairs of Primary Care, Specialty Medicine, and Osteopathic Principles and Practices as well as the Director of the Simulation Center. The AD-OCE&S collaborates with and supports other Associate and Assistant Deans to support the mission of the COM. This position reports to the Dean.

## **F. Assistant/Associate Dean for Student Affairs and Enrollment (AD-SAE)**

The Assistant/Associate Dean for Student Affairs and Enrollment (AD-SAE) is the administrator in the COM primarily responsible for leadership in the areas of applicant recruitment, admissions, student support services, advising, student organizations and student special events.

The AD-SAE is also responsible for developing policies and procedures that help medical students develop personally and professionally as they progress through the program, beginning with the applicant stage and continuing through graduation. The AD-SAE also collaborates with university-level Student Affairs administrators to implement University-wide Student Affairs initiatives within the COM.

Positions reporting to the AD-SAE include Student Affairs staff, Admissions staff, and psychological counseling personnel. The AD-SAE collaborates with and supports other Associate and Assistant Deans to support the mission of the COM.

## **G. Assistant/Associate Dean for Research (AD-R)**

The Assistant/Associate Dean for Research (AD-R) Leads the development and execution of research projects, serving as independent investigator and/or co-collaborator (writing grants, conducting research, gathering, and analyzing data, producing results for publication, etc.)

The AD-R also collaborates with and/or mentors' faculty, staff and students and affiliated residents on their research interests. The AD-R also supervises the PRHS courses faculty and end projects.

The AD-R also oversees /manages budgets, including, Research Day, student travel for posters, summer research jobs and maintains a database of COM research accomplishments,



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including information on the status of faculty publications and grant submissions. A more detailed description of this role is described in the official CHSU Job Description. This position reports to the Dean.

### Faculty Leadership/Administrative Positions

#### A. Department Chair, Biomedical Education

The Department Chair of Biomedical Education reports to the Associate Dean for Academic Affairs and Assessment. All Biomedical Education faculty report to the Department Chair. The Department Chair identifies the needs of faculty, staff, and students and recommends plans to meet those needs, especially in the areas of teaching, service, and scholarly activity.

The Department Chair has overall budget authority for their department and provides annual faculty evaluations for all members of the department. The department chair provides leadership for the department and establishes a collegial and collaborative working environment. This Department Chair works collaboratively with other Department Chairs and COM leadership to support the mission of the COM. A more detailed description of this role is described in the official CHSU Job Description

#### B. Department Chair, Osteopathic Principles and Practice (OPP)

The Department Chair of Osteopathic Principles and Practice (OPP) reports to the Associate Dean for Osteopathic Clinical Education and Simulation. The OPP Department Chair administers the OPP educational activities and curriculum delivery at the COM. The OPP Department Chair drives the COM's pursuit of excellence in teaching Osteopathic Principles and Practices. This role involves assessing the needs of faculty, staff, and students and developing strategic plans to address those needs, with a particular focus on teaching, service, and scholarly activities.

The Department Chair has overall budget authority for their department and provides annual faculty evaluations for all members of the department. The department chair provides leadership for the department and establishes a collegial and collaborative working environment. This Department Chair works collaboratively with other Department Chairs and COM leadership to support the mission of the COM.

#### C. Department Chair, Primary Care

The Department Chair of Primary Care reports to the Associate Dean for Osteopathic Clinical Education and Simulation and is responsible for overseeing on-campus educational activities and curriculum delivery within the primary care disciplines at the COM..

The Department Chair of Primary Care identifies the needs of faculty, staff, and students and recommends plans to meet those needs, especially in the areas of teaching, service, and scholarly activity. The Department Chair has overall budget authority for their department and provides annual faculty evaluations for all members of the department.



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The department chair provides leadership for the department and establishes a collegial and collaborative working environment. This Department Chair works collaboratively with other Department Chairs and COM leadership to support the mission of the COM. A more detailed description of this role is described in the official CHSU Job Description

### D. Department Chair, Specialty Medicine

The Department Chair of Specialty Medicine reports to the Associate Dean for Osteopathic Clinical Education and Simulation. The Department Chair administers the on-campus educational activities and curriculum delivery in the specialty medicine disciplines at the COM.

The Department Chair of Specialty Medicine identifies the needs of faculty, staff, and students and recommends plans to meet those needs, especially in the areas of teaching, service, and scholarly activity. The Department Chair has overall budget authority for their department and provides annual faculty evaluations for all members of the department.

The department chair provides leadership for the department and establishes a collegial and collaborative working environment. This Department Chair works collaboratively with other Department Chairs and COM leadership to support the mission of the COM.

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### RESPONSIBILITIES

A. Dean of the College of Osteopathic Medicine is responsible for implementing this policy.

### HISTORY (R\*)

Approval Date:

01/31/2025

08/18/2021

Revision Date(s):

01/09/2025

08/02/2021

Reviewed Date(s):

01/22/2025

### RACI

**R:** Dean of the College of Osteopathic Medicine

**A:** Dean of the College of Osteopathic Medicine

**C:** Associate and Assistant Deans of COM and CHSU Legal

**I:** COM Faculty