Position Title: **Chair of Business Department**

Department: Academic Affairs

Reports to: Vice President for Academic Affairs

Classification/ FLSA Status: NA (Exempt) (Faculty position)

Primary Function: The chair of business assists the vice president for academic affairs in providing ongoing assessment and management of the students' business learning experience. The chair also supervises and trains faculty who teach in the department.

Key Responsibilities:

A. Chair of Business Department

1. Serve as coordinator of business courses
2. Collaborate with other chairs and department heads to ensure curriculum congruity
3. Collaborate with the vice president for academic affairs with regard to administration of courses, personnel and content.
4. Work with department members to maintain and improve the quality of the curriculum
5. Provide focus to the department and ensure progress on projects is attained
6. Work closely with the director of the G10 Institute to ensure all the G10 curriculum is implemented effectively and all intellectual property rights are protected across the curriculum
7. Teach courses within the department as required
8. Serve on the following committees: Curriculum Review
9. Schedule and conduct meetings to facilitate interaction and communication with department faculty members

10. Prepare minutes of department meetings

11. Maximize talents within the department and help connect those talents to the institution and students

12. Encourage and assist faculty members' professional development through formal courses, conferences, seminars, mentoring, professional meetings, and college activities

13. Conduct periodic review of relevant equipment for repair or replacement

14. Set and achieve annual departmental goals, which contribute to the attainment of college goals and objectives.

15. Assist the college's accreditation activities as related to the department

16. Submit assessment reports to the vice president for academic affairs regarding how his/her activities are meeting program goals and objectives

17. Facilitate annual performance reviews of department members

18. Prepare and submit an annual budget regarding the completion of duties and departmental needs to the vice president for academic affairs

19. Schedule and conduct related faculty development programs to improve faculty knowledge and skills in the classroom and clinic environment.

20. Utilize outcomes information for the ongoing development of curriculum effectiveness

21. Keep abreast of literature in the areas of chiropractic entrepreneurship

22. Lend enthusiastic support to college mission, goals, policies and fellow co-workers

23. Participate in the annual Lyceum program

24. Conduct activities to ensure departmental focus on the mission of Sherman College

25. Assume other duties assigned by the vice president for academic affairs

Basic Knowledge and Skills:

1. A strong understanding of, and a desire to incorporate, the philosophy, science and art of chiropractic with chiropractic entrepreneurship and clinical education standards

2. Doctor of Chiropractic degree
3. A current South Carolina chiropractic license

4. At least three years chiropractic practice experience
5. At least three years teaching experience
6. Strong organizational, communication and supervisory skills
7. Excellent written and oral communication skills
8. Computer skills: MS Office, Apple hardware and software

Physical Demands and Work Environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

Access to Protected Health Information (PHI) Related to the Group Health Benefit Plan:

The above responsibilities require this position have access to PHI.

Training on what PHI is and how to handle it in a confidential manner is required.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____