Position Title: **CHAIR, PHILOSOPHY DEPARTMENT**

Department: Academic Affairs

Reports to: Dean of Clinical Sciences

Classification/ FLSA Status: N/A (Exempt) (Faculty Position)

Primary Function: The chair of the philosophy department is responsible for providing ongoing assessment and management of the student's philosophical learning experience with respect to the established philosophic and clinical education standards.

Key Responsibilities:

1. To serve as coordinator of the philosophy program
2. To teach ensure the quality of core philosophy courses and their congruency with the Sherman College mission and vision.
3. To serve on the following committees: Research and Faculty Hiring
4. To coordinate the process for the selection of the quarterly BJ Palmer Philosophy Distinction Award. The chair of the philosophy department awards the distinction at each graduation ceremony
5. To lead, plan and administer the ACP Program in cooperation with Academic Affairs
6. To plan and coordinate the perpetuation of the DACP program
7. To set annual departmental goals that will contribute to the attainment of college goals and objectives

8. To prepare and submit an annual budget for all department operations

9. To schedule and conduct related faculty development programs in order to improve their knowledge and application of chiropractic philosophy in the classroom environment.

10. To regularly evaluate the performance of department members and department operations.

11. To participate in profession-wide philosophy discussion, conferences or events

12. To utilize outcomes information for the ongoing development of the effectiveness of the philosophy program

13. To keep abreast of philosophical literature within the chiropractic profession as well as in the understanding of philosophy as an academic discipline

14. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel.

15. Participate in the annual Lyceum program.

16. To assume such other duties as assigned by the dean of clinical sciences or the vice president for academic affairs

17. Commitment to the mission of Sherman College and support of The Sherman Chiropractor in any way correlated to the position.

Basic Knowledge and Skills:

1. A desire to assist the college in achieving it mission, goals and objectives

2. A strong understanding of, and a desire and ability to incorporate the philosophy, science and art of straight chiropractic with clinical, primary care education standards

3. A passion for philosophic exploration beyond practical clinical application

4. Excellent written and oral communication skills

5. Strong organizational and leadership skills

6. Doctor of Chiropractic degree

7. A current chiropractic license

8. At least three years chiropractic practice experience

9. At least three years teaching experience

10. Computer: MS Office and iPad related technologies

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

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.

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: _____