Position Title: **CHAIR, DEPARTMENT OF PHYSIOLOGY & BIOCHEMISTRY**

Department: Academic Affairs

Reports to: Dean of Basic Sciences

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

Primary Function: The chair of the department of physiology and biochemistry assists the dean of basic sciences in providing ongoing assessment and management of the students' learning experience and national board examinations performance in physiology and biochemistry. The chair supervises and trains faculty teaching within the department.

Key Responsibilities:

1. To serve as a faculty member.
2. To teach courses within the Department of Physiology and Biochemistry.
3. To serve as coordinator of Physiology and Biochemistry curriculum including curriculum review, development, and assessment.
4. To utilize outcomes information for the ongoing development of the effectiveness of the Physiology and Biochemistry curriculum.
5. To collaborate with other chairs and department heads to ensure curriculum congruity.
6. To serve on the following committees: Curriculum Review.
7. To provide focus to the department and ensure progress is made on projects.
8. To schedule and conduct department meetings to facilitate departmental interaction and communication.

9. To prepare an agenda and record minutes for department meetings.

10. To maximize the talents within the department and help connect those talents to the institution and students.

11. To encourage and assist faculty members to develop professionally through formal courses, conferences, seminars, mentoring, professional meetings, and college activities.

12. To schedule and conduct related faculty development programs to improve their knowledge and skills of physiology and biochemistry.

13. To participate in profession-wide discussion, conferences, or events in the area of physiology and biochemistry.

14. To conduct course and faculty performance evaluations and develop improvement strategies based on those evaluations.

15. To set and achieve annual departmental goals that will contribute to attaining college goals and objectives.

16. To submit semi-annual assessment reports to the dean of basic sciences and the vice president for academic affairs on how his/her activities are meeting program goals and objectives.

17. To prepare and submit an annual budget to the dean of basic sciences for the completion of duties and departmental needs.

18. To keep abreast of literature in the areas of physiology and biochemistry.

19. To lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students and support personnel.

20. To participate in the annual Lyceum program.

21. To direct all department activities supporting the mission of Sherman College.

22. To assume any other duties that may be assigned by the dean of basic sciences and/or the vice president for academic affairs.

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 chiropractic as taught by Sherman College, with relevant basic science education standards and clinical competency requirements.

3. A passion for the provision of excellent instruction in physiology and biochemistry.

4. Strong organizational and leadership skills.

5. Excellent written and oral communication skills.

6. Minimum three years' teaching experience in Doctor of Chiropractic program, particularly in the field of physiology and biochemistry.

7. Computer: 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 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: _____