Position Title: **CHAIR, RADIOLOGY DEPARTMENT**

Department: Academic Affairs

Reports to: Dean of Clinical Sciences

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

Primary Function: The chair of the radiology department assists the dean of clinical sciences in providing ongoing assessment and management of the students' radiology learning experience with respect to the Sherman Package, professional standards of care and national board examinations.

Key Responsibilities:

1. To serve as a faculty member
2. To serve as coordinator of the radiology curriculum including radiology curriculum review, development and assessment
3. Provide focus to the department and ensure progress is being made on projects
4. To teach courses within the radiology department
5. To serve on the following committees: Curriculum Review
6. To schedule and conduct meetings for radiology department faculty members to facilitate departmental interaction and communication

7. To prepare minutes of department meetings

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

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

10. To write articles as needed related to the radiology program and/or the Sherman Package

11. To set and achieve annual departmental goals that will contribute to the attainment of college goals and objectives

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

13. To prepare and submit, to the dean of clinical sciences, an annual budget for the completion of duties and departmental needs

14. To schedule and conduct related faculty development programs in order to improve their knowledge and skills in the area of radiology in the classroom and health center environment

15. To participate in profession-wide radiology discussion, conferences or events

16. To utilize outcomes information for the ongoing development of the effectiveness of the radiology curriculum

17. To keep abreast of literature in the area of radiology

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

19. Participate in the annual Lyceum program.

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

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

Essential 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 relevant clinical education standards and clinical competency requirements.

3. A passion for the provision of excellent instruction in the area of radiology

4. Excellent written and oral communication skills

5. Strong organizational and leadership skills
6. Doctor of Chiropractic degree

7. A current chiropractic license

8. Minimum three years chiropractic practice experience and/or teaching experience particularly in the field of radiology

9. Computer: MS Office proficient

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: _____