Position Title: **DEAN OF BASIC SCIENCES**

Department: Academic Affairs

Reports To: Vice President for Academic Affairs

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The dean of basic sciences assists the vice president for academic affairs in maintaining and enhancing the academic program and faculty in the basic sciences.

Key Responsibilities:

A. Program Administration

1. To serve on the following committees: Academic Affairs, Curriculum Review, Faculty Hiring, Faculty Affairs, Library Advisory, Institutional Effectiveness, Research and Accommodations Review

2. To supervise the departments of anatomy, physiology, microbiology, pathology and chemistry

3. To plan, establish, review, and evaluate administrative and instructional goals and objectives of the division and submit to the director of planning and assessment semi-annual assessment reports on the activities of the basic sciences division

4. To assure divisional compliance with college policies and procedures

5. To coordinate and develop the basic science department chairs

6. To maintain records appropriate to the division

7. To review all requests from within the division for supplies, equipment, services and travel

8. To establish and coordinate appropriate divisional activities, committees, programs, and course offerings

9. To review and evaluate courses and curricula to determine their institutional and administrative viability

10. To recommend new courses and programs to Academic Affairs

11. To assist the vice president for academic affairs in scheduling classes and faculty

12. To schedule and conduct meetings for full- and part-time faculty members to facilitate divisional interaction and communication

B. Key Responsibilities

1. To collaborate with the Office of Institutional Effectiveness in the development, implementation and assessment of program-level student learning outcomes, including related data analysis and necessary improvements identified as a result

2. To work with the administrative team to coordinate the academic program and the faculty to improve the quality of instruction at the college and make recommendations for improvement to the appropriate administrator or committee

3. To participate in the recruitment, orientation, and supervision of full time and part time faculty

4. To organize and schedule, in consultation with the administrative team, the evaluation of instruction throughout the curriculum

5. To facilitate an annual administrative evaluation of each faculty member

6. To encourage and assist faculty members to develop professionally through formal academic course/curricula work, conferences, seminars, short courses, mentoring, professional meetings, and college and community activities

7. To monitor faculty member compliance with college policies and procedures

8. To submit to the vice president for academic affairs recommendations concerning personnel matters (promotions, salary increases, disciplinary actions, etc.) affecting faculty members

9. To prepare and administer, in consultation with the academic administrative team, the academic annual operating budget to ensure timely request and receipt of materials for effective operation

10. To work with the dean of clinical sciences, the dean of clinics and the vice president of academic affairs to coordinate the academic program and the faculty to improve the quality of instruction at the college and make recommendations for improvement to the appropriate administrator or committee

11. To fill in as a lead instructor as needed

C. Budget Management

1. To review, approve and monitor purchase requisitions and expenditures of the basic science division

2. To maintain inventory of all basic science division equipment and major supplies

3. To conduct periodic review of basic science division equipment for repair or replacement

4. To encourage the pursuit of and supervise grants and externally funded projects for the basic science division

D. Student Interaction

1. To assist students with concerns regarding faculty advisement for basic sciences courses

2. To review student complaints regarding courses or faculty in the basic sciences division

3. To establish hours to be available to students on a daily basis for consultation regarding the basic sciences division

E. Miscellaneous

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

2. Participate in the annual Lyceum program

3. Participate in IRAPS

3. Commitment to the mission of Sherman College

4. To assume such other duties as assigned by the vice president for academic affairs

Basic Knowledge and Skills:

1. Doctorate in a field within the basic science division

2. A strong desire to share the philosophy, science and art of straight chiropractic with future Doctor of Chiropractic

3. At least three years full-time teaching experience
4. Strong organizational skills
5. Leadership: a demonstrated ability to lead people and get results through others
6. Excellent written and verbal communication skills
7. Computer: Apple iPad and MacBook, iPad applications; MS Office and effective use of classroom technology

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: _____