Position Title: **DEAN OF CLINICAL SCIENCES**

Department: Academic Affairs

Reports To: Vice President for Academic Affairs

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The dean of clinical sciences assists the the vice president for academic affairs in maintaining and enhancing the academic program and faculty to ensure continuity in student learning and application of knowledge throughout the curriculum.

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 philosophy, technique, business, research, radiology and diagnosis and management.

3. To plan, establish, review, and evaluate instructional goals and objectives of the program and submit to the vice president for academic affairs, director of institutional effectiveness semi-annual assessment reports on the activities of the program

4. To assure programmatic compliance with college policies and procedures

5. To coordinate and develop the clinical science department chairs

6. To maintain records appropriate to the division

7. To establish and coordinate appropriate curricular activities, committees, programs, and course offerings

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

9. To recommend new courses and programs to academic affairs

10. To schedule and conduct meetings for full- and part-time faculty members to facilitate appropriate student learning and course interaction and communication

11. 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

12. 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

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

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

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

16. 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

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

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

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

20. 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

21. To work with the dean of basic 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

22. To fill in as a lead instructor as needed

23. To assist students with concerns regarding faculty advisement for clinical sciences courses

24. To review student complaints regarding courses or faculty in the clinical sciences division

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

B. Miscellaneous

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

2. Lend enthusiastic support to college policies and to fellow co-workers.

3. Participate in the annual Lyceum program

4. Commitment to the mission of Sherman College in any way correlated to the position.

Basic Knowledge and Skills:

1. Doctor of Chiropractic degree

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

3. A commitment to educational excellence

4. Educational program administration and/or teaching experience

5. Must be goal-oriented and well-organized

6. Excellent written and oral communication skills

7. Leadership: a demonstrated ability to lead people and get results through others

8. 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. Additional stresses may occur from regular use of the computer.

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: _____