Position Title: Director of the Center for Research and Scholarly Activity

Reports To: Vice President for Academic Affairs

Classification/ FLSA Status: Level II (Exempt Administrative)

Primary Function: The director is responsible for overseeing the Center for Research and Scholarly Activity. The primary function of the center is to conduct and integrate research with evidence-informed curriculum and practice, adding to the body of chiropractic knowledge. The director will ensure the quality and quantity of research evidence applicable to the curriculum and practice of chiropractic, with a special focus on the unique approach to the science, art and philosophy of traditional chiropractic. The director collaborates with the deans to ensure the inculcation of evidence obtained through research into the curriculum and clinical practice in a salutogenic, vitalistic model.

Key Responsibilities:

1. Develop and articulate a mission, vision and strategic plan for the Center for Research and Scholarly Activity in consultation with the Office of Academic Affairs.

2. Establish and monitor goals for scholarly activity:

    a. Integrate evidence-informed curriculum and practice (EIC/P) within courses and research to achieve such goals;
    b. Develop a research agenda that addresses needs for faculty development programs and initiatives to enhance research and EIC/P and to nurture faculty at all stages of the career cycle;
    c. Encourage, foster and support faculty in EIC/P development and application;
    d. Encourage and support students and faculty to undertake research activities, propose appropriate areas of research and facilitate the publication of such research.

3. Collaborate with the Center for Innovation in Teaching and Learning to establish and implement a mechanism of EIC/P program and resource assessment and reporting to provide a means of measurement and continuous quality improvement.

4. Consult with academic and clinic departments and individual faculty to understand academic needs in curriculum and clinical practice, related to current research and EIC/P activities and facilitate effective response through resources, planning and expertise.

5. Collaborate with the Offices of Academic Affairs, Center for Innovation in Teaching and Learning and Learning Resources on a regular basis to ensure resource coordination and role clarification in supporting use of EIC/P in the academic program.

6. Plan faculty development events in collaboration with the Office of Academic Affairs.

7. Plan, develop and lead faculty development workshops and other activities in research and EIC/P areas.

8. Prepare and submit the annual budget for the Center for Research and Scholarly Activity.

9. Identify and develop external funding/grant opportunities in collaboration with the Department of Institutional Advancement, Business Office, Center for Innovation in Teaching and Learning and the Office of Academic Affairs.

10. Identify and develop collaborative relationships with external educational and research entities.

11. Coordinate with the clinic to conduct and apply supportive and substantiated research in the adjustment of subluxations without ancillary therapies.

12. Serve as chairperson of the Research Committee for the approval of research proposals while consulting with the Institutional Review Board as necessary.

13. Plan and oversee workload, assignments and productivity of department members and ensure quality instruction in all research courses.

14. Coordinate, support and report on all grant writing activities.

Basic Knowledge and Skills:

1. Doctor of chiropractic degree; three years of experience researching and publishing in higher education; demonstrated knowledge of and experience with research and EIC/P.

2. Significant track record of publications and scholarship.

3. Knowledge and understanding of current issues, research, innovations and scholarship research.

4. Knowledge of the use of current approaches in EIC/P.

5. Knowledge of and expertise in theories and methods of research and analytical appraisal of research articles.

6. Excellent oral and written communication skills; ability to interact professionally with a diverse group of users and support staff.
7. Strong attention to detail.
8. Demonstrated excellent organizational skills.
9. Ability to interpret faculty needs and produce instructional materials.
10. Ability to think creatively and demonstrate creative problem solving.
11. Assume other such other duties as assigned by the vice president for academic affairs.
12. Lend enthusiastic support to college policies and to fellow co-workers.
13. Collaborate with Continuing Education to advance, improve and produce the annual IRAPS Lyceum program.
14. Commitment to the mission of Sherman College.

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.

Mental Stresses: Multi-task demands.

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 college 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: