



**Position Title:** Associate Chair of Clinical Curriculum

**Department:** Academic Affairs

**Reports To:** Dean of Clinics

**Classification/  
FLSA Status:** Faculty (Exempt)

**Primary Function:** The Associate Chair for Clinic Curriculum works under the direction of the Chair of Clinical Curriculum to support all curricular aspects of Sherman College's clinical education program. This position focuses on curriculum development, assessment, faculty development related to instruction, integration of didactic and clinical learning, and accreditation-required reporting. This is a faculty position and includes serving as a case doctor in the Sherman College Chiropractic Center.

**Key Responsibilities:**

**A. Clinical Curriculum Leadership & Instruction**

1. Serve as a case doctor in the Sherman College Chiropractic Center.
2. Assist the Chair of Clinical Curriculum in development and continuous improvement of a cohesive and rigorous clinical curriculum aligned with program outcomes and accreditation standards.
3. Collaboratively design, implement, and evaluate clinical competencies and assessment rubrics for interns and faculty instruction.
4. Support integration of clinical classroom instruction with Chiropractic Center practice to ensure a consistent learning experience.
5. Participate in case doctor onboarding and instructional mentorship specific to teaching and evaluation expectations.
6. Help review and update the Intern Handbook, clinic forms, and learning resources with a curricular focus.
7. Work with academic leadership to ensure curricular scaffolding from didactic to clinical instruction.

## **B. Student Learning & Curricular Assessment**

1. Monitor student progression through clinical milestones and competencies from a curricular perspective.
2. Support calibration of case doctors regarding grading, assessment expectations, and student feedback.
3. Assist with curriculum-mapped learning activities including checkoffs, competency exams, and capstone processes.

## **C. Accreditation, Quality Assurance & Data**

1. Assist in collecting, organizing, and interpreting learning outcomes, quality assurance data, and assessment data for accreditation reporting.
2. Support preparation of accreditation reports and documentation for site visits.
3. Use outcomes data to guide curricular revisions and faculty development needs.

## **D. Professional Development & Scholarship**

1. Maintain current South Carolina chiropractic licensure.
2. Participate in professional development activities related to teaching and program improvement.
3. Engage in scholarly activity consistent with faculty expectations of Sherman College.
4. Set professional goals aligned with the College's mission and strategic plan.

## **E. Service to the College**

1. Participate in committee work to include the Chiropractic Clinic Quality Assurance Committee (CCQA), Faculty Senate, Lyceum, commencement, and academic governance activities.
2. Model professional standards aligned with Sherman College values.
3. Perform additional curriculum-related duties as assigned by the Chair of Clinical Curriculum.

**Essential Knowledge and Skills:**

1. A strong understanding of, and a desire to incorporate the philosophy, science and art of chiropractic with clinical, primary care education standards.
2. Doctor of Chiropractic degree.
3. A current South Carolina chiropractic license.
4. At least three years chiropractic practice experience.
5. At least three years teaching experience.
6. Strong organizational, communication and supervisory skills.
7. Excellent written and oral communication skills.
8. Ability to be assertive and enforce chiropractic center policies center policies and procedures.
9. Computer skills: 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 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. Lifting maximum 25 lbs. may be required.

**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:

\_\_\_\_\_  
Employee Signature

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Date