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JOB POSTING
OFFICE OF HUMAN RESOURCES
February 24, 2016

POSITION: Dean

DEPARTMENT: Finger Lakes School of Acupuncture and Oriental Medicine

DIVISION: Academic Affairs

HOURS: Full-Time, Exempt, 35 hours per week, Monday through Friday, 8:30-4:30

Note: as a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

General Description:
Reporting to the Executive Vice President and Provost, the Dean is responsible for providing leadership, direction, and overall management of the Finger Lakes School of Acupuncture and Oriental Medicine (FLSAOM) curriculum and the faculty and staff associated with NYCC’s AOM programs in direct and supporting roles. The position is a full time appointment requiring service to the College divided among administrative duties, scholarship, service, and teaching in a manner to be determined by agreement between the Dean of the FLSAOM and the Executive Vice President and Provost.

Function:
1. Provide leadership and academic guidance to the FLSAOM.
2. Ensure that department activities are supportive of the NYCC and FLSAOM Mission/ Purpose Statements.
3. Ensure the integrity and quality of delivery of the Master of Science in Acupuncture/Master of Science in Acupuncture and Oriental Medicine (MSA/MSAOM) curricula.
4. Encourage scholarship and research among FLSAOM faculty and staff, and modeling and mentoring of such activities.
5. Develop and promote a departmental setting that is conducive to its employees’ welfare and continued professional growth.
6. Develop and promote a departmental setting that is conducive to students’ welfare, education, and continued professional growth.
7. Coordinate and integrate activities pertaining to internal and external departmental activities and promotions.
8. Maintain current knowledge base and stay abreast of changes in the acupuncture and Oriental medicine field.
9. Promote and model behavior that recognizes the stewardship that the faculty and staff should feel toward the college grounds, buildings, and overall organization.

Organizational Relationships:
1. Responsible to the Executive Vice President and Provost.
2. Responsible for integration of the department’s activities with the NYCC Academic Affairs division, and its various departments.
3. Responsible for the direct supervision of: FLSAOM full and part-time faculty, graduate associates, teaching fellows, FLSAOM administrative staff, Oriental medicine dispensary manager, and medicinal herb garden manager.
Specific Duties and Responsibilities:

A. Educational Role:
   1. Provide adequate education within the scope of the MSA/MSAOM curricula
   2. Provide consultation to other phases of the program as it relates to the MSA/MSAOM programs.

B. Administrative Role:
   1. Provide input to, and receive direction from, the Executive Vice President and Provost.
   2. Facilitate departmental meetings with faculty and staff on a regular and timely basis.
   3. Develop and review departmental goals, objectives, action steps, and professional development plans, ensuring proper growth of the department consistent with the NYCC and departmental mission statements.
   4. Provide reports to the Executive Vice President and Provost and others as necessary and as requested.
   5. Provide yearly evaluation of departmental employees to ensure departmental quality and continued employee advancements.
   6. Manage the departmental budgets including financial projections for equipment, facilities, and staffing.
   7. Oversee the maintenance and cleanliness of the department and its equipment. Ensure proper inventory of all FLSAOM supplies and equipment.
   8. Participate in activities sponsored through the department.
   9. Develop interprofessional relationships for the department with relevant local, state, and national organizations.
  10. Provide active involvement and leadership roles for the AOM profession through national and state organizations.
  11. Design and implement proper management of faculty and staff to maximize manpower while maintaining departmental goals.
  12. Provide a positive work and educational environment for the departmental faculty and staff.

C. Scholarship:
   1. Maintain a program of scholarly activity commensurate with faculty rank and within the limitations imposed by the role of Dean of the FLSAOM.
   2. The program of scholarship will be in keeping with the mission statement of the College, and in keeping with the purpose statement of the FLSAOM.
   3. Scholarship will take the form of either advancing the discipline of field of the dean, or of scholarship of pedagogy and the teaching profession in general.
   4. Outcomes of scholarship will be measured by acceptance/presentation of works at appropriate local, regional, national, and international conferences, and by publication in relevant peer-reviewed journals.
   5. Mentor the scholarship of other department faculty as per Dean of Research.

D. Service:
   1. Participate in College service by service on internal committees appropriate to the role of Dean of the FLSAOM.
   2. Participate in service to the field of expertise by participation in appropriate regional, national and international organizations.
   3. Volunteer professional services to the local community in roles appropriate to the mission of the College and the discipline of the Dean.

E. Policy:
   1. Oversee the development of new and/or revised academic policies and procedures. Make recommendations to the Executive Vice President and Provost regarding changes in academic policies.
   2. Oversee development of FLSAOM program standards as to curriculum, textbooks, and terminology.
   3. Participate in relevant quality assurance programs.
   4. Build and maintain excellent communications.

F. Curriculum:
   1. Approve course outlines and syllabi upon recommendation of the faculty and Curriculum Committee.
   2. Provide counsel and support to the Curriculum Committee.

G. Employment of Faculty and Staff
   1. Approve the recruitment of, and makes recommendation to the Executive Vice President and Provost for the hiring of full and part-time faculty, clerical staff, and technicians for the FLSAOM. Make recommendations to the Executive Vice President and Provost regarding the reappointment of full-time faculty. Approve the
appointment of part-time faculty. Provide the necessary authorizations for initial and continuing employee compensation. Maintain and secure faculty and staff departmental personnel records in accordance with College policies.

H. Faculty Evaluation, Advancement, and Development
   1. Make recommendations to the Executive Vice President and Provost regarding promotions in collaboration with Committee on Faculty Appointments and Promotions (CFAP).

I. Budgets
   1. Oversee the preparation of budgets for the MSA/MSAOM programs, and monitor MSA/MSAOM program revenues and expenses throughout the academic year.

J. Reports, Committees, and Meetings
   1. Prepare reports for the Executive Vice President and Provost for presentation at Board of Trustees meetings, or as required.
   2. Represent the College in national organizations as requested by the Executive Vice President and Provost.

K. Planning
   1. Develop, collaboratively with faculty and staff, goals, objectives, and action steps of the FLSAOM.
   2. Contribute to the ongoing processes of institutional self-evaluation, strategic planning, and accreditation, prepare reports required to support institutional accreditation activities.

L. Scheduling
   1. Approve the trimester schedule of classes for faculty and students in collaboration with other academic administrators and the Registrar to ensure both quality and cost effectiveness in instruction activities.
   2. Approve the final examination/proctor schedule each trimester.

Methods of Accountability:
   1. Written and oral reports to the Executive Vice President and Provost.
   2. Submission of annual Self-Report and Overarching Development Plan to the Executive Vice President and Provost.
   3. Review of quality improvement outcome measures as reported by Institutional Effectiveness.
   4. Performance evaluation by the Executive Vice President and Provost.
   5. Faculty, staff, and student satisfaction with their experience in the MSA/MSAOM programs.

Mental and Physical Requirements:
   1. Ability to demonstrate good character and provide principle-centered leadership.
   2. Ability to resourcefully resolve routine conflicts and crisis situations.
   3. Ability to communicate and work effectively and positively with other people.
   4. Ability to consistently demonstrate strong interpersonal skills.
   5. Ability to tolerate and implement change.
   6. Ability to make decisions in a timely manner.
   7. Ability to perform multiple tasks and daily departmental duties with frequent interruptions and time pressures.
   8. Ability to provide a creative and positive framework for the well-being and personal growth of faculty, staff, and students.
   9. Ability to utilize past experiences and information when developing goals and making decisions for the future.
   10. Ability to teach and function in a manner that is consistent with the mission of the College.

Education, Training and Experience:
   1. Requires a master’s degree or its equivalent in acupuncture or acupuncture and Oriental medicine or a doctorate degree in a relevant subject.
   2. Requires a minimum of three years teaching or clinical experience.
   3. Requires previous administrative experience.

Working Environment and Conditions:
   1. Perform assigned duties in a clean, ventilated, lighted, and temperature-controlled office environment.
   2. Perform duties in a positive, professionally growth-based environment.
**Equipment and Tools:**
1. General office equipment.
2. Computer hardware and software.
3. Reference and resource materials for course content related to the MSA/MSAOM curriculum, and principles of management and academic administration.

If you are interested in applying for this position; please submit a cover letter, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: sbowman@nycc.edu

* Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.

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