

Assistant Dean, Acupuncture and Oriental Medicine Degree Program

Job Summary

The Assistant Dean has primary authority and responsibility for the development, operation and evaluation of the Program with regard to its curriculum, personal resources, scheduling and facilities.

The Assistant Dean must be energetically committed to the University's mission, academic excellence, and the promotion of scholarly and creative activities; be committed to diversity and equality, collaborate actively with faculty and administrators, and be an effective ambassador for the programs of the University.

The Assistant Dean must possess an earned terminal degree from a regionally accredited institution and a strong background in the disciplines represented in **acupuncture and oriental medicine**. Documentation of achievements as a teacher and scholar warranting the rank of assistant professor or higher within the University setting is desirable. He/she will exhibit many of the qualities listed below:

Responsibilities

- Ability to assist the University in realizing its vision of preparing collegial, collaborative, health care providers.
 - Knowledge of continuous quality improvement and accreditation and ensuring academic success of our students.
 - Ability to build academic systems supportive of student retention and success.
 - Success as an academic administrator in higher education.
 - Ability to foster and sustain a positive, supportive environment for students, teaching, advising, service, scholarship, and administration.
 - Knowledge of current higher education assessment practices, and organizational processes.
 - Record of scholarly activity.
 - Excellent interpersonal and communication skills with students, faculty, and staff, including a willingness and ability to listen to divergent points of view.
 - Ability to maintain close relationships with various programs and departments, with internal and external constituents, and with groups or individuals within local, state, or national organizations.
 - Responsible to the Dean of the College of Professional Studies and Dean of Clinics for the successful operation of the **AOM program NUHS/Lombard**.
 - Contribute to the reputation for academic excellence of the University and the program.
 - Provide academic leadership through personal example, planning, organizing, interpreting and measuring results and reporting those results to the appropriate committees.
 - Work closely with the Chair of Basic Sciences, Chair of Clinical Sciences and the Chair of Clinical Practice to recruit highly competent faculty and recommend their employment to the Dean of the College of Professional Studies, and/or Dean of Clinics.
 - Develop program competencies and related classroom learning objectives and communicate these to the department Chairs in order for the Chairs to deliver suitable course plans to meet these objectives.
 - Work collegially with the Chairs and the Deans to provide excellence in **acupuncture and oriental medical education**.
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- Collect, and review syllabi and work with faculty for the continuing development of their course syllabi, in consultation with the relevant department Chair.
 - Be a member of the faculty with an appropriate teaching load.
 - Foster and sustain a positive, supportive environment for students, teaching, advising, service, scholarship, and administration.
 - Evaluate program faculty and staff in conjunction with their direct supervisor
 - In cooperation with the Dean of Professional Studies and/or Dean of Clinics, provide academic counseling for students.
 - In cooperation with the Dean of Students, provide appropriate non-academic counseling.

- Develop reports required for good educational management decisions and for planning and self-study purposes and reports assigned by the Dean of the College of Professional Studies, or Dean of Clinics.
- Provide the Chairs with feedback about faculty performance and student learning outcomes.
- Review the curriculum on a regular basis to ensure that the needs of the students are being met as well as meeting the accrediting bodies' standards in regards to course content.
- Work with the Assessment Committee and Dean for Instructional Analysis & Assessment to review, renew, organize, manage and evaluate the student evaluation process and procedures.
- Work with the Dean of Lincoln College of Post-professional, Graduate and Continuing Education to develop and implement an exemplary program of post-professional education for **acupuncture and oriental practitioner**.
- Assess **the acupuncture and oriental program** to ensure that objectives are being met.
- Evaluate the program against the standards of voluntary accreditation agencies, analyze the program's effectiveness and prepare timely and accurate reports to those agencies.
- Represent the University and the program at meetings of Accreditation agencies, as well as other professional agencies.
- Work closely with the Dean of Clinics to create excellent clinical opportunities for interns in the program.
- Other duties as assigned by the President or his/her designee.
- Work with the Dean of Professional Studies to increase enrollment, retention and graduation rates.

Qualifications

Required

- **Acupuncture and Oriental Medicine** Degree from an accredited institution
- Must have a license in good standing from a state that issues licenses in **acupuncture and oriental medicine**. Minimum of two years of practice experience

Preferred

- Minimum of two years of experience in higher education administration
- Minimum of two years of higher education teaching experience
- Organizational skills
- Teaching and communication skills
- Training and/or experience in problem-based learning
- Computer skills, Office 365.

Applicants can apply by sending a current curriculum vitae, letter of interest, copy of transcripts, three letters of recommendation, and copy of acupuncture and oriental medicine license to awozniak@nuhs.edu.

Tentative Start Date April 2020.