

## **AOMA Graduate School of Integrative Medicine Job Description**

**POSITION: Doctoral Programs Director**

**SUPERVISOR: VP Academics and Accreditation**

**SUPERVISES: Doctoral Faculty**

**EMPLOYMENT STATUS: Full Time**

### **JOB SUMMARY:**

The Doctoral Programs Director (“the Director”) provides academic and strategic leadership for AOMA’s Doctor of Acupuncture and Oriental Medicine (DAOM and DAOM) Programs as well as continuing education doctoral training tracks. The Director articulates the vision and purpose of doctoral programs at AOMA, ensuring alignment with AOMA’s mission and vision. The Director serves on AOMA committees as requested by the Vice President of Academics and Accreditation or the President of AOMA, to include but not limited to the Academic Council, Clinical Oversight Committee, Scientific Review Committee, IRB, Faculty Senate, and President’s Cabinet. The Director works closely with AOMA leadership, staff, faculty and students to provide innovative and transformative learning experience that educates leaders, teachers, researchers and high-level practitioners in acupuncture and Chinese medicine and integrative medicine. The Director is responsible for curricular approval, implementation, evaluation, accreditation and modification through established institutional processes. The Director is responsible for term-by-term doctoral course and clinical offerings and faculty assignments for all related doctoral courses and clinics. The Director is responsible for guiding and advising Program students through their course of study and assuring timely student graduation from Programs, as defined by program accrediting bodies.

**DUTIES:** Reporting to the VP Academics and Accreditation, the Director shall:

- Articulate the vision and purpose of both the DAOM and DAOM programs and as well as continuing education doctoral training tracks, ensuring alignment with AOMA’s mission and vision
- Provide leadership for the doctoral programs and training tracks in participation and co-operation with AOMA administrative and faculty governance structures
- Pursue academic scholarship at AOMA, contributing to the field of integrative medicine and enhancing the reputation of the organization through leadership, education and research
- Oversee new doctoral faculty and student orientations
- Participate in admissions events and processes for the doctoral programs
- Participate in relevant accreditation processes, including narratives and processes pertinent to DAOM and DAOM accreditation. Works closely with the accreditation liaisons to compile substantive change, self-studies, annual reports, and other requirements for programmatic and regional accreditors
- Chair Doctoral Academic Committees
- Attend and participate in committees such as: Academic Council, Clinical Oversight Committee, Scientific Review Committee, IRB and Faculty Senate, and President’s Cabinet
- Work with the AOMA’s operational leadership and develop and manage Doctoral Programs’ budgets and oversee and manage doctoral personnel and facility needs
- Work closely with the MAOM Program Director regarding academic planning, policy, and operations (including course scheduling, etc.)
- Ensure the achievement of doctoral student learning outcomes and timely graduation, as defined by accreditation bodies
- Work closely with MAOM Program Director, Director of Clinical Education, Director of Clinical Business Operations, and registrar regarding clinic rotations and supervisor staffing
- Incorporate doctoral learners in MAOM clinical activities, such as learning to supervise, assisting in the practical exams, and conducting chart audits
- Work closely with the AOMA’s leadership to develop community clinic relationships and doctoral clinical rotations
- Manage issues, concerns, and incidents as they arise in the classes and clinics
- Coordinate doctoral research and quality improvement activities

- Oversee doctoral curriculum revision and modification, program review, and coordinate the results of revision with the appropriate campus constituencies  
Ensure that the doctoral programs remain focused on educational innovation, excellence, and transformative student learning
- Work closely with admissions and student services to ensure enrollment and retention goals are achieved.
- Review and edit catalogs, website, advertisements, and other marketing/promotional materials for doctoral programs
- Foster integration and transformation throughout the program and its related constituencies
- Recruit and make final recommendations to the Academic Council, Faculty Senate Faculty Affairs Committee, and Cabinet on doctoral faculty
- Attend national conferences as AOMA representative, as requested by the VP of Academics and Accreditation or the President of AOMA

## **QUALIFICATIONS:**

**EDUCATION:** appropriate doctoral level degree (preferred PhD, EdD, DAOM, MD/DO, ND, DC) and education in TCM (minimally a master's in acupuncture and Chinese medicine)

## **EXPERIENCE:**

- 3 years administrative experience in academic medicine at or above the Director or Dean level
- Evidence of leadership experience
- Evidence of at least 5 years of teaching experience as a faculty member of an accredited institution of higher education
- Texas acupuncture license or meets the qualifications necessary to obtain an acupuncture license in Texas
- Evidence of at least 5 years of clinical experience in acupuncture and Chinese medicine
- Proven scholarly experience evidenced by peer-reviewed publications
- Preferred:
  - $\geq 5$  years administrative experience
  - Experience in Doctoral Program Curriculum in acupuncture and Chinese medicine
  - Experience as a Doctoral Program Director in acupuncture and Chinese medicine
  - $> 5$  years successful teaching experience in accredited institutions of higher education
  - Participation in accreditation and evaluation processes
  - $\geq 10$  years of clinical experience in acupuncture and Chinese medicine
  - $\geq 5$  peer-reviewed publications within the field of integrative medicine or acupuncture and Chinese Medicine

## **COMMUNICATION**

A high-level of proficiency in professional English language reading, writing, editing, and verbal communication.

## **TECHNICAL**

Computer skills; proficiency with Microsoft Office applications including Word, Excel, PowerPoint; demonstrated ability to interpret and critically reflect upon academic program performance datasets. Experience with data collection and management software for academic administration and research, such as CAMS and Research Electronic Data Capture (REDCap).

## **PERSONAL ABILITIES**

- Strong networking and organizational skills
- Emotional, financial and spiritual intelligence
- Excellent communicator
- Strong leadership and management skills
- Strong teaching skills as an educator
- Ability to operate in transdisciplinary environments
- Detail and accuracy orientation
- Strategic thinker

- Commitment to AOMA's Core Values
  - **Sustainability:** Our programs and community engagements are sustainable and effective.
  - **Integrity:** We do what we say we will do. In our communication we are honest and complete.
  - **Inspiration:** We are called into action by a spirit of purposeful aliveness.
  - **Flexibility and Openness:** We conscientiously choose our actions in consideration of all the parties involved.
  - **Professionalism:** In all that we do, we are impeccable, clear, and complete.
  - **Compassion and Service:** In word and action, we look for opportunities to benefit others.

## **PHYSICAL REQUIREMENTS**

- Travel as necessary
- Attend events where standing may be required for several hours at a time
- Walking, stooping, kneeling, crouching, reaching and twisting as needed
- Occasionally moves/transport, lifts up to 25 pounds
- Communicates, detects, converses with, discerns, conveys, expresses oneself, discusses and exchanges information
- Determines, distinguishes, identifies, recognizes, perceives, estimates, judges, inspects, compares, observes, assesses. Attention to detail essential, including proofreading documents and lines of text and numbers, visual discrimination

Interested applicants can email a cover letter and resume to [HR@aoma.edu](mailto:HR@aoma.edu)