The Florida College of Integrative Medicine, founded in 1990, is seeking an individual for the position of Academic Dean of the college. This is a full time position. Below is listed information about the position. The Florida College of Integrative Medicine is an Equal Opportunity Employer. Applicants are considered on the basis of their qualifications for the position without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, marital status, disability, veteran's status or any other personal trait protected by federal, state or local law.

**TITLE:** Academic Dean  
**REPORTS TO:** The Office of the President, NIOM

**Summary:**  
The Dean serves as the chief academic and administrative officer of Florida College of Integrative Medicine; the Dean is responsible for the academic, personnel, financial, and administrative affairs of the College. The dean is also responsible for communicating the vision and goals of the College to community and professional constituencies and seeking public and private funds to support the goals of the college.

The dean leads faculty and staff of the College in planning, securing resources, implementing, and evaluating activities related to academic operations, assessments, research, service and patient care programs.

The dean also serves as part of the Institution’s administrative team through active participation in various institutional planning, implementing and evaluating activities.

**Specific Duties:**  
• Outreach to hire new faculty.  
• Chair orientation and graduation sessions.  
• Conduct and chair faculty meetings.  
• Oversee Academic Affairs and unit effectiveness.  
• OVERSEE Student development to ensure the college meets gainful employment rate; stay up to date on relevant student and alumni resources.  
• Evaluate and assess on Student, Staff, Faculty and Institutional level.  
• Participate in all college level promotion.  
• Serve on university committees.
• Conduct annual departmental reviews.
• Participate in faculty and chairperson appointments and other Administrative/personnel appointments at college level.
• Promote interdisciplinary and inter-college collaboration, cooperation, and scholarly activity.
• Evaluate department according to college policy.
• Promote the visibility of the college in the region, state and nation.
• Provide administrative oversight of the college
• Prepare annual college report.

Jobs/Responsibilities:
1. Coordinating the assessment and development of academic programs within the College.
2. Assists school in determining effective methods for the integration of curriculum standards, instructional strategies, and the developmental use of authentic assessment
3. Assists school in developing and implementing School Improvement Plans designed to meet student achievement needs
4. Assists in program implementation and curriculum development
5. Assists with data organization from all assessments and diagnostic instruments and develops strategies for intervening with students who are experiencing difficulties
6. With input from the administrative team and accrediting bodies, establishes the organizational structure of the College to best achieve the strategic plan.
7. Preparing and revising academic program plan for the College.
8. Promoting and serving as a model for teaching professional achievement and professional service.
9. Overseeing all personnel matters involving academic and non-academic employees including: recruiting, appointment, re-appointment; termination and dismissal; faculty evaluation, tenure, promotion and merit; and the preparation and approval(s) of faculty workload plans and long-range professional development plans.
10. On the recommendation of the Academic Committee, places students on academic probation, and/or suspends students from the College.
11. Conduct administrative, staff and faculty evaluating performance. Reward and discipline employees who report directly to the dean, as well as addressing complaints and resolving problems of persons who report to those individuals reporting directly to the dean.
12. Serves as the School’s final arbitrator of student, faculty and staff disputes.
14. Maintaining good working relationships with faculty and administration in all academic and non-academic areas.
15. Maintaining effective communication between students, faculty and Chairs within the College.
16. Serving as a liaison with relevant professional associations and state and national regulatory and accrediting agencies.
17. Insuring that College policies and practices are consistent with semester review/update of the handbooks.
18. Overseeing the preparation of class schedules and complying with institutional reporting requirements.
19. Providing a system of advising.
20. Serves on different and relevant Committees; the Acupuncture Board Committee, The board of Acupuncture, FSOMA, and other Institutional and professional committees as appointed or elected.
21. Represent the School to both internal and external stakeholders.
22. Traveling is required.
23. Additional responsibilities as assigned by the Office of President of NIOM.

**Education and Experience:**
- Bachelor’s Degree
- Master’s Degree in Education
- Minimum of two (2) years experience as a successful leader in instruction, curriculum and assessment (department chair, management or committee work, resource teacher, administrative member, etc.)

**Language Skills:**
- Excellent written and verbal communication skills. Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquires or complaints from customers, regulatory agencies, faculty, staff, students, and members of the profession and other business entities.
• Ability to write speeches and articles for publication that conform to prescribe style and format.
• Ability to effectively present information to individuals at all levels, ranging from children to members of boards of director and legislators.

Reasoning Abilities:
• Ability to define problems, collect data, establish facts and draw valid conclusions to solve problems and plan initiatives. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with various abstract and concrete variables.

Other Qualifications:
• Demonstrated ethical behavior, professionalism, interpersonal skills, leadership and management abilities sufficient to effectively direct and develop school administrators, faculty members, and support staff.

How to Apply:

Interested individuals should send letter of interest and curriculum vitae to Robert Lynch at Rlynch@fcim.edu