



Pacific College of Oriental Medicine is hiring for the position of academic dean at our New York Campus.

**Job Summary:**

Oversees development of curriculum, faculty and assessment for all programs, including acupuncture, massage and nursing. Meets regularly with department chairs, program directors and full-time faculty to provide leadership and direct program and department activities. Assists the campus director with reports required by the accrediting bodies, including the college self-study. Advises and participates on the Student Success Committee, Curriculum Advisory Committee, department, and Professional Advisory Committee meetings. Works closely with the chair of faculty governance to assist with faculty governance committee work. Conducts weekly academic department meetings. Attends weekly cross-campus Academic Affairs Committee meetings. Develops relationships and collaborations with local medical centers.

**Essential Functions:**

Primary-

- Participates in curriculum and syllabi evaluation in collaboration with other academic deans from other campuses.
- Lead development efforts for new curricula in all programs.
- Provides feedback to the vice president of academic affairs, campus director and president about academic progress and change on the NY campus
- Works directly with department chairs, program directors, and full-time faculty on all levels of academic activity.
- Works with department chairs, program directors on faculty and clinic supervisor performance evaluation.
- Meets with faculty for poor teaching evaluations, problems and issues reported by students, mentoring and scholarly development.
- Leads general faculty and Curriculum Advisory Committee meetings each semester.
- Participates in all department meetings every semester.
- Conducts weekly meetings of the academic department.
- Investigates and works with the campus director when staff, students or faculty are not adhering to College policy and procedures.
- Organizes graduation keynote speaker.
- Participates in graduation ceremony.
- Work with faculty on faculty governance committee activities.
- Works with the Hiring and Promotion faculty governance committee to recruit and interview prospective faculty.
- Liaises and advises the faculty ombudsman.
- Reviews new textbooks and research for inclusion and application.
- Develops and presents teacher training.
- Reviews course evaluations and recommends strategies for improvement.
- Works with President and Deans to develop new academic programs.
- Works with president, VPs, deans, and the campus director on accreditation activities.
- Coordinates evaluation and assessment activities.

**Minimum/Required Qualifications:**

Required - Possess strong leadership, communication, organizational, and analytical skills. Be a role model for faculty in terms of scholarship, professional demeanor and recognition in the field. Have a strong commitment to the vision of the College.

**Desired Qualifications:**

Preferred- Good people skills, and a capacity to facilitate and support faculty governance.

**Education and Experience:**

Doctoral degree, and at least 5 years of academic administrative experience. An additional graduate degree in nursing would be considered a positive.

**Application Deadline/Procedures:**

To apply, please send a cover letter describing qualifications, and resume/CV to [Humanresource@pacificcollege.edu](mailto:Humanresource@pacificcollege.edu). The application deadline is **8/31/18**.

Pacific College of Oriental Medicine is one of the oldest and largest accredited institutions training professionals in the areas of Oriental medicine, acupuncture, massage and Chinese herbal medicine. Founded in 1986, with the mission of training primary healthcare providers in the field of Oriental medicine. Pacific College has campuses in New York, San Diego, and Chicago, and features an esteemed faculty of professors from around the globe that conduct ongoing research and educate approximately 1,000 students every year.

We offer the opportunity to work with a dynamic team of professionals. We are committed to creating a diverse community of faculty, staff, and students.

Pacific College of Oriental 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.