



Job Title:	Dean of Chiropractic	Hourly/Salary:	Salary
Department/Area:	School of Chiropractic	Classification:	
Location:	Harrodsburg	Travel Required:	
Reports To:	Provost / Vice President for Academic Affairs	Position Type:	Full-Time
HR Contact:	Jason Lawson	Date posted:	10/12/2020
Position Fill Date:	January 2021	Posting Expires:	
External posting URL:	www.campbellsville.edu		
Internal posting:	Human Resources Board		

Applications Accepted By:

Fax: (270) 789-5180

Email: jobs@campbellsville.edu

Subject Line: Dean of Chiropractic

Attention: Jason Lawson

Mail:

Director of Human Resources
Campbellsville University
1 University Drive, UPO 944
Campbellsville, KY 42718

Job Description

Job Summary:

The Dean for the School of Chiropractic reports directly to the Provost and Vice President of Academic Affairs. This position is a full-time, 12 month, tenure-track position. In accordance with Campbellsville University and our vision in keeping an emphasis on competency-based education this position provides administrative responsibilities for the success and management of the chiropractic program.

Job Responsibilities:

- Ensure that reports relating to program data are completed, files and submitted to the appropriate offices timely.
- Negotiate salaries and benefits for faculty and staff; submit related documents to ensure timely reimbursement.
- Represent the Campbellsville School of Chiropractic on various institutional boards.
- Knowledge of accreditation standards posted by the Council on Chiropractic Education (CCE) and the Southern Association of Colleges and Schools- Commission on Colleges (SACS-COC).
- Positive relationship with the Kentucky Board of Chiropractic and all Kentucky Chiropractic Associations.
- Representing the school by supporting and participating in student activities and club events.
- Research the literature to ensure the best practices are applied in all aspects of the academic process.
- Review and provide oversight in the revision of annual program goals, handbooks, webpages, and outcome reports.
- Develop and submit strategic plans relating to programs within the school.
- Develop and submit budget and program plans in a timely manner.
- Assign membership on School of Chiropractic committees.
- Teach up to twelve credit hours per calendar year.

- Demonstrate and share creative and engaging teaching skills with faculty and adjuncts.
- Integrate culturally competent materials into coursework, with focus on issues related to the diverse experiences.
- Maintain current Chiropractic knowledge and experience.
- Communicate subject matter clearly, correctly and effectively from current and historic evidence- based perspectives.
- Adapt methodologies for students with special needs and different learning styles.
- Use methods and materials that are appropriate to the subject matter.
- Demonstrate sensitivity and respect in working with students of diverse racial, ethnic, cultural and challenged backgrounds.
- Participate in recruitment of students.
- Advise students towards a solution to identified needs and make referrals as needed.
- Advise students in accord with department and college policies, as assigned.
- Provide mentoring for students.
- Maintain current advising files of all advisees.
- Participate in scholarly presentations, research and publications related to Chiropractic.
- Recruit qualified faculty to supplement didactic instruction and clinical schedules.
- Maintain and provide current course syllabi as required by Campbellsville University.
- Maintain records according to university policy (e.g. grades, rosters, textbook orders, graduation applications/reports and requisitions).
- As defined by the institute, submit and maintain appropriate office hours and on-campus hours per week.
- Participate in faculty development.
- Participate in church and community service.
- Serve on community boards and/or advisory councils.
- Other duties as assigned.

Skills/Qualifications:

Minimum Qualifications

- A Doctor of Chiropractic Degree (DC) from an accredited college or university.
- A minimum of a Master's Degree in Education.
- A minimum of five (5) years' experience in Chiropractic with demonstrated leadership experience.
- A minimum of two (2) years of fulltime teaching experience within higher education.
- Experience in higher education administration.
- An unencumbered current license to practice Chiropractic in a State within in the United States of America with a willingness to acquire a Chiropractic license in the State of Kentucky.
- Demonstrate the ability to teach as well as construct course outlines and syllabi for a Chiropractic education,
- Advances skills in word processing, oral and written communication and various learning technologies.
- Demonstrate the ability to function collegially in a team setting.
- Ability to communicate and establish public relations with local community, state and national organizations.
- Values and beliefs that are consistent with the university and School of Chiropractic mission and core values.
- Advanced verbal and written communication skills.
- Ability to demonstrate sound judgement and initiative in solving problems.

- Well-developed organizational and management skill with the ability to work independently while prioritizing multiple task.
- Advanced interpersonal and leadership skills, with the ability to effectively interact with the administration, division faculty, other university school divisions, students, alumni, the Chiropractic profession and local community.
- Advanced knowledge in Chiropractic as well as the regulations related to Chiropractic education.
- Ability to evaluate faculty in a fair and impartial manner based on qualitative and quantitative feedback from students, peers and administration as well as direct observation and compliance with applicable policies and procedures.
- Understand the overall design, development and implementation of a Chiropractic educational program.
- High standard of values and ethics especially within the Chiropractic profession.
- Management style that shows a collaborative approach to faculty, staff and students in the School of Chiropractic.

Essential Duties:

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in a responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

Campbellsville University is a comprehensive, Christian institution that offers pre-professional, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship, and active participation in a diverse, global society.

The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.

Employees must be able to perform the essential functions of the position with or without reasonable accommodations.

Reviewed By:	Jason Lawson	Date:	10/12/2020
Approved By:	Jason Lawson	Date:	10/12/2020
Last Updated By:	Jason Lawson	Date/Time:	10/12/2020
Internal Post Date:	10/12/2020	External Post Date:	10/12/2020