

## MAHM and Dual DAHM/MAHM Academic Dean

The MAHM/Dual Academic Dean is responsible for curriculum development and assessment of the MAHM and Dual DAHM/MAHM programs. This includes communication and administration of college policy relating to students and leading the faculty development plan. The MAHM/Dual Academic Dean reports to the President and Vice President and works cooperatively with the Administrative team. This is a 28-30 hour per week position with a salary range of \$51,000-\$54,000 per year. Salary is commensurate on hours worked and experience.

### **Job Description:**

#### *Institutional Responsibilities*

1. Develop and maintain organizational culture, values and reputation with staff, students, faculty, alumni, and Board of Directors.
2. Provide support and assistance with Title IX and campus safety compliance.

#### *Academic Responsibilities*

3. Lead the faculty evaluation process, including coordinate/perform faculty observations, collect and communicate faculty feedback, and manage faculty improvement efforts.
4. Provide faculty with development resources.
5. Conduct bi-annual curriculum review meetings.
6. Coordinate preparation of course syllabi.
7. Lead the PLO Assessment and course competency assessment plans, coordinating with the Academic Leadership Team.
8. Participate on Admissions Committee, as needed.
9. Assist Admissions Director in assessment of transfer credit.
10. Oversee Comprehensive Exam process, including communications with students, and coordinate the creation of Comprehensive Exams with the Department Chairs.
11. Ensure compliance with ACAHM and NC Board of Governors' standards and participate in self-study processes. Special emphasis on ACAHM Standard 5: Admissions and Student Service, Standard 6: Assessment, Standard 7: Program of Study, and Standard 8: Faculty.
12. Participate in Faculty Selection Committee.

#### *Student Related Responsibilities*

13. Facilitate the resolution of student issues, including resolving questions of policy and coordinating the administration of student disciplinary procedures.
14. Monitor student progress including Satisfactory Academic Progress (SAP) and follow-up with all students according to Daoist Traditions policies and procedures.
15. Assist with the planning and organization of student orientations, faculty meetings and other events.

### **Required Qualifications:**

1. Teaching experience.
2. Administrative work experience.
3. Master's degree in Acupuncture/Chinese medicine.
4. A commitment to promoting an inclusive and welcoming campus climate.