

# LOGAN UNIVERSITY

## JOB POSTING

Logan University is comprised of the College of Chiropractic and the College of Health Sciences and blends the perfect balance of tradition with innovation. Established in 1935, Logan College of Chiropractic is one of the largest and most respected chiropractic colleges in North America. Through the College of Health Sciences, Logan offers master's degrees in sports science and rehabilitation, and nutrition and human performance that are accredited by the Higher Learning Commission of North Central. Other program offerings include undergraduate coursework including an Accelerated Science Program to help students complete their basic science coursework at an accelerated pace, offered in both online and on-campus formats, and two baccalaureate degrees- A Bachelor of Science degree in Human Biology and a Bachelor of Science degree in Life Science.

Logan's 112-acre wooded campus is located in Chesterfield, MO, a quiet residential suburb of St. Louis. Its low student-to-faculty ratio provides more personalized instruction, which is most conducive to effective learning. MSNBC has selected Logan's campus as an editor's pick of one of "America's Most Beautiful College Campuses." Logan offers an outstanding benefits package to eligible employees including free chiropractic care. Learn more about Logan University at [www.logan.edu](http://www.logan.edu).

**Interested candidates please send resume to: [resumes@logan.edu](mailto:resumes@logan.edu)**

**Job Title:** Assistant Dean of Faculty

### **SUMMARY:**

In consultation with the Dean, responsible for innovation in teaching and learning, faculty evaluation and development, faculty mentoring, facilitation of communication between faculty and institution constituents (ie: peers, students, Deans), faculty hiring and orientation. This is a non-contract administrative position.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Facilitate the transformation of students to competent, compassionate, culturally sensitive, chiropractic physicians who excel in a variety of healthcare settings through the support and mentoring of faculty.
2. In consultation with the Dean, recruit and retain quality faculty for the College of Chiropractic, including but not limited to maintaining an adequate adjunct faculty pool.
3. In partnership with the Dean of the college; design, develop, and implement new faculty orientation and ongoing all faculty development opportunities.
4. Create equitable faculty loads in alignment with the Faculty Handbook.
5. Cultivate a learning centered environment through faculty evaluation and development that supports dynamic and engaging classroom experiences, research and scholarly activities, and service that enhance student learning and advance the chiropractic profession.
6. Help faculty create professional development plans that foster their growth toward their short term and long term goals and evaluate them annually to help assess their growth toward those goals and their fit with the university and program mission, vision, and values.
7. Create collaborative relationships within the university to foster multidisciplinary opportunities in education, basic science, research, nutrition, and more for improved patient outcomes and experiences and for the best possible student and faculty experiences.
8. Ensure strong two-way communication between the faculty and administration to foster a positive working environment and a positive learning environment for students.
9. Provide leadership, oversight, and mentoring of faculty related to faculty/student conflict resolution.
10. Participate in college level strategic planning and budgeting.

11. Teach up to six credit hours per trimester, as requested by the Dean.
12. Serve as Interim Dean in the absence of the Dean when requested by the Dean or VPAA.
13. All other duties as assigned.

**COMPETENCIES:** To perform the job successfully, an individual must be dependable and have good inter-personal and communication/organization skills and the ability to interact effectively with students, faculty, and staff. The individual must work well under pressure and be flexible when working with a team. Must have the ability to exercise discretion in dealing with confidential or sensitive matters, and be able to deliver difficult messages with diplomacy and tact. Must be confident and able to work on own initiative and with limited supervision.

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, faculty, students and the general public. Ability to define problems, collect data, establishes facts, and draw valid conclusions.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Listed below are the knowledge, skills, and/or abilities required for this position, as well as the Physical Demands and Work Environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The successful candidate will have a record of achievement as a doctorate of chiropractic; the successful candidate will also have five years' experience in higher education administration or at least ten years higher education teaching experience.

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**Computer Skills:** To perform this job successfully, an individual should have general knowledge of computers including word processing and spreadsheets.

**Certificates, Licenses, Registrations:** Required as appropriate to degree possessed.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and to use hands to type on computer, operate office equipment and handle books, files, documents, etc. Must be able to talk and hear to answer phones and when assisting others. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, and to stoop or kneel. The employee must occasionally lift objects weighing from 10 – 30 pounds and possibly up to 50 pounds. Close vision needed to use computer. Must have distance vision and depth perception for safety purposes.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment in this position is characteristic of a normal office environment. The noise level in the work environment is usually moderate.

**NOTE:** This job description in no way states or implies that these are the only duties to be performed the employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

An employee is expected to assist and provide coverage for coworkers during peak periods, vacation days or sick days.

