

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 doctorate, master's degrees and bachelor's degrees that are accredited by the Higher Learning Commission of North Central.

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 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.

Dean of Academic Continuous Improvement

Faculty Status: Academic Administration, rank may be awarded based on experience Logan's and criteria.

SUMMARY:

This position is responsible for fostering a culture of continuous quality improvement (CQI) within the department of Academic Affairs that permeates across divisions and departments within the University. This position is a resource and liaison as the CQI expert to assist in creating an engaged and energized learning centered, evidenced informed culture. The Dean is responsible for all academic affairs CQI and operates within and supports Logan's Mission, Vision and Values. The Dean must be committed to continuous quality improvement and the Baldrige process.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. In collaboration with the VPAA, provide visionary leadership in guiding the University's academic administration into the future utilizing CQI best practices.
2. Actively engaged in the State and National Baldrige community
3. Leads the academic community in the creation of, implementation of, and practice of continuous quality improvement as an integrated community action as it relates to academic affairs
4. In conjunction with the Department of Academic Affairs Leaders and the Department of Strategic Performance, create meaningful dashboards to help monitor progress toward strategic initiatives in alignment with the university and departmental strategic plan
5. Is an active participant in the creation of the strategic plan and is the conductor who helps identify the necessary data to measure and monitor moving the plan forward and in alignment with the University's scorecard.
6. Assists the Department of Academic Affairs with the creation of a budget in alignment with the strategic plan of the department
7. Accountability to students, self, and administration with respect to quality in education through collaboration with the Deans' Council.
8. Audits faculty files to ensure faculty are properly credentialed to meet curriculum delivery requirements and works with faculty supervisors to assist in creating and monitoring appropriate and effective annual development plans to help faculty reach their short and long term goals.
9. Is the facilitator of the faculty evaluation task force process every five years or as requested by the VPAA

10. Acts as a resource for faculty, staff, and academic affairs administration in the area of continuous quality improvement
11. Teach up to six credit hours per trimester as needed
12. Responsible for other reasonable and related 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.

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.

Minimum of a doctorate degree with specialized training at the master's level or higher in higher education, quality improvement or its equivalent, or a degree consistent with the mission of the institution. Preference given to first professional degreed applicants (D.C., D.O., M.D., D.D.S., etc); minimum ten years of teaching experience and five years of CQI experience, or equivalent combination of education and CQI experience. The ideal candidate will have significant success in the development and implementation of continuous quality improvement programs in higher education.

Ability to read, analyze, and interpret general business 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. Basic math skills required. Ability to define problems, collect data, establishes facts, and draw valid conclusions.

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.

Interested candidates please send resume to: resumes@logan.edu

