

POSITION DESCRIPTION

This form is to be used to describe a new or existing position. The information provided should describe the actual functions, qualifications and requirements of *the position* rather than the abilities of the particular *individual occupying the position*. All appropriate signatures shall be obtained and the completed form submitted to Human Resources.

Position Title: Dean, AOMA College of Acupuncture and Chinese Medicine

Current Incumbent: Vacant

Department: AOMA College of Acupuncture and Chinese Medicine

Title of supervisor position reports to: Timothy C. Callahan, PhD, Provost

Date position description created/revised: April 26, 2017

FOR HR USE ONLY:

HR Approved:

Exempt Nonexempt

Salary Grade/Rank:

SECTION I - ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

ESSENTIAL FUNCTIONS

Please describe the essential functions and responsibilities of this position in order of importance. Rather than listing daily duties, describe the primary functions (or end results) for which this position is responsible. There are eight spaces provided below. Most positions have 3-6 essential or primary responsibilities. If you describe more than eight essential functions, you are probably going into too much detail. Begin each entry with an action verb such as plan, direct, administer, coordinate, supervise, design, prepare, type, file or record. Combine action verbs when the function or responsibility requires numerous activities. For example, "Record, type, proof, copy and distribute meeting agendas and minutes" or "Administer, monitor and communicate information regarding employee benefit plans. Please include an approximation of the percentage of your time spent on each function.

College oversight:

Direct and oversee all activities within the AOMA College of Acupuncture and Chinese Medicine. Support and promote the vision of the college, both within the University and in the larger community. Develop and enforce University academic policies and procedures. Provide oversight for budget management for the AOMA College of Acupuncture and Chinese Medicine.

Program oversight:

Provide leadership for new program development. Collaborate with Provost and University President on developing national and international faculty and student recruitment strategies. Collaborate with Associate Dean for Curriculum and Accreditation to design, develop and administer the didactic and clinical curriculum based on clearly articulated outcomes, objective and performance criteria. Collaborate with Associate Dean for Curriculum and Accreditation to maintain accreditation standards with all accrediting agencies, including oversight of the programmatic self-study reports and managing site visits. Collaborate with the respective campus Program Directors in academic program and faculty management.

OTHER RESPONSIBILITIES

Please list other (non-essential) job functions or responsibilities that you perform on an infrequent or intermittent basis.

Participate in University activities and committees, including President's Cabinet.

SECTION II - QUALIFICATIONS AND REQUIREMENTS

Please list only those qualifications and requirements that are related to the above functions and responsibilities. These should reflect the minimum level of skills, knowledge, ability and education required for successful performance in this position.

Knowledge

Please describe the level and type of knowledge required for minimum proficiency in this position. Please be specific. (Example: "Must know State and Federal tax laws".)

Must be licensed in acupuncture and Chinese medicine, in the States of Washington and/or Texas. Active diplomate status with NCCAOM required.

Skills and Abilities

Please describe or list the skills or abilities required for minimum proficiency in this position. Please be specific. Rather than saying "computer proficiency" specify "ability to produce forms and reports using PC-based word processing and spreadsheet software." Ability to perform physical/manual tasks must be listed here (e.g., Ability to lift 50 lbs.)

Significant academic administrative experience and budgetary responsibility. Demonstrated collaborative management and leadership abilities. Demonstrated ability of working and communicating effectively with diverse student, faculty and professional groups. Demonstrated experience in academic planning as well as curriculum and faculty development. Demonstrated experience in undergraduate, graduate and/or allied health education. Demonstrated experience in accreditation activities including participating as a site visitor for program reviews at other institutions.

Experience

Please list or describe the number of years or specific prior experience essential to success in this position. Again, be specific (e.g., "Two years' progressively responsible administrative support in academic office environment"; "Minimum five years' directing development activities in non-profit health care or educational institution").

Must have five or more years of teaching experience, and five or more years in private practice in acupuncture and/or clinical supervision of students.

Education

Please describe or list the minimum level of certification, education, licensing or training essential to success in this position. (E.g., 4th Class Boiler License; Red Cross CPR certification; Certified Employee Benefits Specialist; earned doctorate in higher education administration; BA or the equivalent with extensive course work in finance, accounting, marketing or related fields.)

Doctoral degree in acupuncture and Chinese medicine from the U.S. or China required (or equivalent).

SECTION III - RESPONSIBILITY FOR ASSETS AND/OR RESOURCES

Please check the box that best describes the extent to which this position is responsible for assets and/or fiscal matters.

- No responsibility for assets or fiscal matters.
- Some responsibility for assets or fiscal matters such as own job-related accounting, suggesting or making minor purchases, university credit cards, petty cash handling, making deposits, etc.
- Basic accounting and record keeping and/or responsibility for one or two accounts within a budget.
- Assists in budget planning and/or tracking for a specific program or department. May plan/track a limited number of accounts within a budget.
- Budgetary responsibility for a specific program or section of a larger department. May have additional limited spending authority within budgetary parameters.
- Full budgetary responsibility for one or more major department budgets.

SECTION IV - DECISION MAKING AND PROBLEM SOLVING

Please identify, using examples, several of the most important decision making or problem solving challenges faced by an incumbent in this position. As part of each example indicate the limit of the incumbent's authority to act (i.e., recommend only; shared decision; full authority, etc.).

The dean is responsible for direct oversight of all activities within the AOMA College of Acupuncture and Chinese Medicine.

SECTION V - SUPERVISION GIVEN AND RECEIVED

Employees Supervised

Number and type of employees supervised by this position: If none, skip to Guidance Received

REGULAR TEMPORARY WORKSTUDY

Job Titles of regular employees supervised:

Supervises Associate Dean for Curriculum and Accreditation and Program Supervisor.

Please indicate the extent of authority exercised by an incumbent in this position over each of the supervisory functions listed below:

Function	Participate/ Recommend Only	Final Authority	Does Not Apply
Hiring	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Training	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Counseling/Settling Grievances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Performance Goals/Evaluation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Planning Work Assignments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Disciplinary Action/Probation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Position Review/Re-Evaluations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Discharge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If this position does not directly supervise others, does it function as a lead? Yes No Not applicable

Guidance Received

Please check the box that best describes the degree to which tasks are regulated by the supervisor, procedures, policies, etc.

- Supervisor assigns, instructs and checks work regularly. Most problems and unusual situations are referred to the supervisor.
- Work assigned by supervisor but carried out independently. Assigned work usually follows standard procedures or instructions. Progress and quality of work checked on a regular basis, usually upon completion of assignment. Atypical situations not covered by standard operating procedures referred to supervisor.
- Employee plans and executes own assignments, including special projects as assigned, within the framework of established procedures and/or policies. Work not subject to frequent review but may be audited by supervisor.
- Work performed with considerable independence within policies and program guidelines; results reviewed in relation to goals and objectives of the position (*In relation to outcomes, rather than tasks*). Contact with supervisor to provide or obtain information and obtain approvals.
- Work performed under broad administrative directives generally established as goals and objectives of the institution.

SECTION VI

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Please indicate the frequency with which the following physical demands and working conditions are required to perform the **essential functions** of this position. (O - Occasionally; F - Frequently; C - Constantly)

Physical Demands	O	F	C		O	F	C
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reaching, High and Low	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Finger Movement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting (20 # max.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Feeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying (20 # max.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speaking Clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing (20 # max.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hearing - Conversation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pulling (20 # max.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hearing - High Acuity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbing (incl. stairs)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seeing - Near	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seeing - Far	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Depth Perception	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Color Vision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Conditions	O	F	C				

Extreme Heat/Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temperature Changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wetness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise (over 80 dec.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to biohazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Exposure to other hazardous substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Federal and State law prohibit discrimination on the basis of disability unless the disability precludes satisfactory performance of essential job functions with or without reasonable accommodation or would present a hazard to the employee or co-workers.

SIGNATURES AND APPROVALS

Incumbent Employee Signature Date

Supervisor Signature Date

Department Head Signature Date
