

University of East-West Medicine

Job Description

Title: Academic Dean (Full-time)

Duties: Under the direct supervision of the VP of Academic Affairs of the school; responsibilities include developing and refining the school's curriculum and class schedule in conjunction with the VP of Academic Affairs and the President, assisting in the hiring of faculty, evaluating faculty, recruiting and interviewing all prospective students, maintaining student records, providing classroom instruction and acting as liaison to students and faculty in matters of curriculum.

Responsibilities

1. Curriculum
 - Development, innovation, and refinement of the master weekday class schedule, in conjunction with the VP of Academic Affairs
 - Ensures compliance with legal requirements of government regulations and agencies; to maintain the educational standards established by the State of California, and by those agencies that examine and accredit the school

2. Administration
 - Acts as the academic leader of the school's weekday program; responsible for its day-to-day operations, including scheduling of students, overseeing of the academic advisement programs, and monitoring of student academic progress.
 - Maintains congruency between the school's board-approved mission statement and all academic activities.
 - Serves as a consultant to the VP of Academic Affairs and Clinic Director concerning clinic policies.
 - Helps develop and enforce policies that foster and maintain a good environment for teaching and learning.
 - Works cooperatively with the Clinic Director and the VP of Academic Affairs for the overall management of student affairs.
 - Attend appropriate meetings and conferences offered by national and state organizations.
 - Coordinates, compiles, and assists in writing of the Annual Report for ACAOM and BPPVE, the Self-Study Report for ACAOM, including necessary related reports and correspondences.
 - Submits budget proposals to VP of Academic Affairs and President
 - Works with Admissions Officer for Recruitment, Collateral Materials, Marketing Plan and Advertising Program
 - Responsible for Student Recruitment and Maintenance of Class Counts at required numbers established by the President

- Responsible for assuring that annual and long-term objectives are in line with institutional objectives, and that there is a formal system of evaluation and documentation.
3. Classroom Instruction
- Develops and Follows Syllabi
 - Prepares Lesson Plans
 - Maintains Classroom Responsibility and Respect
 - Administers and Grades Examinations
 - Delivers Program at College Level
 - Inspires Students
 - Remains Current in Field
4. Faculty
- Observe, supervise, and evaluate faculty.
 - Aids faculty in the development and implementation of the curriculum
 - Conducts regular meetings with faculty, which will deal with both routine school matters and with the exchange of ideas on issues of educational/philosophical interest and concern
 - Serves as a consultant to teachers in matters of classroom management, teaching methods, and general school procedures
 - Establish programs for the orientation of new teachers, for in-service training of all teachers, and for the evaluation of classroom teachers, to ensure that teachers are familiar with and adhere to school policies in all areas of the school operation.
 - Makes recommendations to the VP of Academic Affairs and President regarding the hiring, retention, and assignment of faculty
5. Students
- Provide for the academic guidance of students; to maintain complete academic records on all students; to oversee the grading and reporting of standards and methods used by teachers in measuring student achievement.
 - Review and approve all transfer credit requests made by transfer students.
 - Respond to student's questions concerning matters of curriculum.
 - Interview all incoming students and make the final determination of acceptance.
 - Respond to student's questions regarding matters of scheduling and curriculum.
 - Develops and Maintains Student Retention Program

Minimum Acceptable Qualifications

- Licensed Acupuncturist in the USA
- Master of Arts in Traditional Chinese Medicine or Equivalent
- Writing, Reading and Speaking English at the College Level

- Administrative and Teaching experience in a TCM school
- History of successful teaching experience in a TCM school
- Strong Computer Skills including:
 - MS Word
 - MS Excel
 - MS PowerPoint
- Demonstrated ability to interact effectively with diverse school community members.
- Evidence of a strong commitment to a philosophy of education consistent with the school's mission statement and goals

Additional Desirable Qualifications

- Accredited Doctorate Preferred
- Extensive Academic/Education Experience
- Academic Scheduling
- Faculty/Student Affairs
- Additional related experience

Compensation

Salary: contingent on background and experience

If you are interested in applying for this position, please submit a cover letter, resume, and a list of three references that we WILL verify to: fei@uewm.edu

Jerry Wang
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