

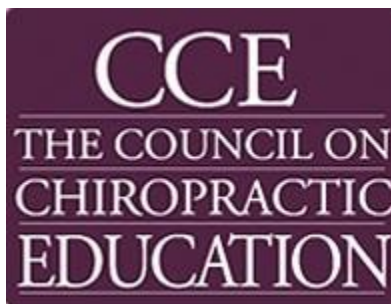
**The Council on Chiropractic Education (CCE)  
Scottsdale, Arizona**

**Position Specifications**

**President**

**September 2014**

Prepared by:  
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[www.cce-usa.org](http://www.cce-usa.org)

A horizontal banner with a dark background and rounded corners. The background image shows a sunset or sunrise over a desert landscape with silhouettes of saguaro cacti. The text is in a white, serif font.

**Promoting Excellence and  
Assuring Quality in Chiropractic Education.**

## THE COUNCIL ON CHIROPRACTIC EDUCATION (CCE): AN OVERVIEW

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### **Vision Statement:**

Promoting excellence and assuring quality in chiropractic education.

### **Mission Statement:**

To assure the quality and integrity of its accredited doctor of chiropractic degree programs and solitary purpose chiropractic institutions.

Examples of the Council's responsibilities include:

- Promoting through the accreditation process, excellence in chiropractic education and the safe and effective delivery of quality health care to patients;
- Advocating scholarly activity, research and service in chiropractic education;
- Establishing and maintaining standards for its accredited programs and institutions while providing adequate opportunities for comment;
- Assuring the quality and integrity of its accredited programs and institutions by verifying, through the peer review process, compliance with accreditation standards;
- Developing and maintaining a program of awareness of the mission and functions of the Council for the public, the profession, and chiropractic programs and institutions;
- Providing collaborative assistance to institutions and/or programs seeking or maintaining accreditation status.

### **History of CCE:**

The Council on Chiropractic Education (CCE) is the national accrediting Agency for Doctor of Chiropractic Programs within the United States. Accreditation provides assurances of educational quality and institutional integrity to governments, jurisdictional licensing and regulatory bodies, institutions, professional organizations, students, other accrediting agencies and the public at large.

The Council on Chiropractic Education accredits 15 Doctor of Chiropractic degree programs at 18 locations within the United States. The purpose of CCE is to promote academic excellence and to ensure the quality of chiropractic education. For more information: <http://www.cce-usa.org>

## THE OPPORTUNITY

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The **President** is the chief executive officer of the Council on Chiropractic Education (CCE) and reports directly to the Council Executive Committee (CEC). He/she is also an officer of the Corporation. The President provides strategic leadership and operational oversight in support of CCE's mission and goals. Policies approved by the Council are implemented by the President. In carrying out responsibilities, the President works closely and communicates regularly with the Council Chair, Council Executive Committee members and CCE Administrative Office personnel. The President serves as a non-voting member of the Council and may serve on all committees, panels, and task forces of the Council, with the exception of the Council Audit Committee.

**Supervises:** All CCE Administrative Office staff, unless delegated

**Reports to:** Council or CEC when in session; Council Chair between meetings

**Responsibilities:**

The President is responsible for providing strategic and operational leadership, and for implementing Council policy, all in support of the CCE mission and goals. Acting in accordance with CCE policy and procedures, and in consultation with the Council Chair and/or CEC as appropriate, the President is responsible to:

**Leadership:**

- Lead the Council in developing, implementing and evaluating progress with the CCE strategic plan;
- Ensure that the Partnership Model of governance is functioning optimally within CCE;
- Monitor and, in collaboration with the Council incorporate emerging issues into planning cycles;
- Perform regular evaluations of the CCE office effectiveness, including analysis of the structure, culture, procedures, and effectiveness of both;
- Collaborate with the Council Chair in the analysis of Council structure, culture, procedures and effectiveness;
- Review policies for relevance, accuracy, consistent application and needed updates; and, recommending new policies as appropriate;
- Advise the Council Chair on matters of Council growth and development.

**Management and oversight:**

- Lead and manage personnel and activities of the Administrative Office;
- Ensure operating policies, procedures and guidelines are clearly documented and up-to-date;
- Determine the qualifications, responsibilities, titles, salaries, reporting lines, and continuance and/or termination of all staff; and, evaluate all staff unless delegated to others;
- Formulate and implement business and operating procedures;
- Oversee successful renewal of CCEs recognition with United States Department of Education (USDE) and the Council on Higher Education Accreditation (CHEA), and prepare and submit required reports on a timely basis to these agencies;
- Provide the Council, CEC, Council Chair, Standing Committee Chairs and Task Forces with operational support to assist in the successful administration of their respective functions.

**Fiscal stability:**

- Produce reports and monitor investment activities in conjunction with the Council Executive Committee and Council Finance Committee; ensure financial and budgetary controls in accordance with generally accepted accounting standards;
- Construct and manage a budget development process that is fair and transparent to the Council, submitting clear and accurate projected budgets for approval by the Council in a timely fashion;

- Manage ongoing budgets and other financial matters by monitoring and reporting to the CEC during the fiscal year, alerting the CEC to any concerns that may emerge in a timely fashion.

**Communication:**

- Communicate/coordinate with accredited programs and institutions, other accrediting agencies, government entities, licensing boards, CCE membership, councilors, and other key stakeholders as appropriate; serving as the official spokesperson for the CCE;
- Represent the CCE at external meetings relevant to the CCE mission;
- Maintain confidentiality of discussions, actions, and documents of accreditation and activities of the Council;
- Reinforce a climate of respect and open communications with recognized stakeholder groups;
- Advise the Council in matters related to postsecondary education and accreditation.
- Serve as liaison for CCE to external agencies and organizations, including but not limited to USDE, CHEA, Association of Specialized and Professional Accreditors (ASPA) and state and national chiropractic organizations with relevance to the CCE mission;
- Oversee and provide assistance where needed in the planning and coordination of meetings of the Council and or its various working groups;
- Manage/coordinate Councilor election processes.

## QUALIFICATIONS

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As the CCE searches for a new President, essential and preferred qualifications for the position are detailed below.

**Academic leadership experience:**

- Terminal academic (PhD, EdD) or first professional degree from a CCE, regionally, nationally or equivalent accredited institution
- Minimum five years of administrative or management experience with increasing levels of responsibility in staff supervision, budget management, strategic planning, organizational assessment, and grantsmanship.
- Record of successfully working with a governing board.
- Effective verbal and written communication skills.

**Accreditation experience:**

- Accreditation leadership as evidenced by -
  - service on accreditation boards and/or decision-making bodies
  - significant experience as Chair for accreditation site team visit for professional and/or regional agencies
  - leading authorship teams for accreditation reports, constructing and executing site team visits for professional and/or regional agencies
  - experience as an institutional liaison to accrediting bodies, primarily responsible for preparing institutional and programmatic self-studies and/or hosting site team visits

- Understanding of the role of CCE within higher education accreditation realm. Knowledge of CHEA, ASPA, USDE roles in national accreditation as well as of regional accrediting agencies and international accreditation agencies.
- Willingness and ability to travel domestically and internationally.

**Communications and relationship management:**

- Demonstrated ability to work with constituent groups expressing a range of diverse views

**Other:**

- Availability for full-time, on-site engagement at CCE Administrative Office. This President is expected to reside in the Phoenix area.
- Sufficient technology literacy to navigate email, MS Word, Excel and PowerPoint

**Preferred qualifications:**

- Demonstrated ability to use analytical methods, including statistical analyses to assess program and organization effectiveness
- Demonstrated ability to solve complex problems
- Demonstrated ability to manage multiple tasks simultaneously
- Demonstrated ability to lead volunteers to accomplish tasks
- Working knowledge of financial audit processes
- Working knowledge of investment practices and ability to work with investment advisors
- Working knowledge of higher education and corporate law; ability to work with corporate counsel
- Working knowledge of assessment of educational and institutional effectiveness
- General familiarity with chiropractic education

**PROCEDURE FOR CANDIDACY:**

Confidential review of applications will begin immediately and remain open until finalists are identified. Click the following to apply and submit your CV/resume:



Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=4216891&portallID=5652>

**For nominations or further information:**

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*The Council on Chiropractic Education provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable state and local laws governing nondiscrimination in employment.*



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## PHOENIX/SCOTTSDALE, ARIZONA

Phoenix is a sophisticated western city that values its roots. Located in an area known as the "Valley of the Sun," Phoenix is surrounded by several mountain ranges and the Sonoran Desert, which provide gorgeous scenery and ample opportunities for hiking, biking, and horseback riding. Thanks to the warm climate and sunny skies, seasonal tourism plays a major role in the city's economy, with many visitors arriving in winter months to patronize area golf resorts and spas. Many locals live in beautiful suburbs such as **Scottsdale**, Tempe, Mesa and Glendale.

Somewhat surprisingly for a desert city, the Greater Phoenix area is home to over 100 golf courses. Other significant players in Phoenix's economy include government offices, high-tech companies such as Intel and Honeywell, and the University of Arizona. Though Phoenix is one of the most populous cities in America, it is also sprawling and not densely settled, making the city feel more like a collection of urban villages than a metropolis. In the city center, however, visitors will still find a classic downtown area, complete with skyscrapers and world-class cultural attractions such as Phoenix Symphony Hall and the Orpheum Theatre. Other noteworthy attractions include the Phoenix Art Museum, the Arizona Science Center, the Phoenix Zoo, and the Musical Instrument Museum as well as the Pueblo Grande and Cultural Park and Heard Museums where you can learn about the Native American culture here in the Southwest.

- Compared to the rest of the country, Phoenix's cost of living is 1.10% lower than the U.S. average.
- The unemployment rate in Phoenix is 5.40 %, (U.S. avg. is 6.30%). Recent job growth is positive. Phoenix jobs have increased by 1.99 %.

*For more information on Phoenix and Scottsdale, Arizona, visit:*

Visit Phoenix, [http://www.visitphoenix.com/index.aspx?gclid=CMLXhY\\_px8ACFQto7AodgXgAcA](http://www.visitphoenix.com/index.aspx?gclid=CMLXhY_px8ACFQto7AodgXgAcA)  
Phoenix Chamber of Commerce, <http://www.phoenixchamber.com/>  
Arizona Office of Tourism, <https://tourism.az.gov/>  
City of Scottsdale, AZ, <http://www.scottsdaleaz.gov/>  
Scottsdale Downtown, <http://downtownscottsdale.com/getting-around/>



Located in the beautiful Sonoran Desert, Scottsdale, Arizona is bordered by Phoenix to the west and the McDowell Mountains on the east. Scottsdale is annually rated among the nation's most desirable communities to live in, visit and do business in. It is home to more than 90 restaurants, 320 retail shops and 80 art galleries. Scottsdale's McDowell Sonoran Preserve, in the city's northern reaches, is the largest urban wilderness area in the United States and features more than 60 miles of trails through diverse and scenic desert terrain.

