

# Forest Institute of Professional Psychology Springfield, Missouri

## Position Specifications Dean of the Doctoral Program April 2014

Prepared by:  
Summit Search Solutions, Inc.



The School of Professional Psychology  
at **FOREST INSTITUTE**

Enrich. | Advance. | Serve.



[www.forest.edu](http://www.forest.edu)

## THE OPPORTUNITY

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### About the Institute:

Forest was founded in 1979 to provide an alternative to the traditional Ph.D. programs offered in psychology. The programs were designed for individuals desiring an education to prepare them to serve as direct providers of mental health services rather than researchers or academicians. Forest's programs emphasize a holistic approach to mental wellness grounded in the science and practice of clinical psychology.

Forest has expanded its mission to include master's level curriculum, professional solutions for the business community, continuing education, federal grant support, alternative delivery methods for education and treatment focused research.

Forest operates the Robert J. Murney Clinic in Springfield and is one of the few graduate programs in the nation to offer its students a free-standing clinic for practicum experience. This "classroom" provides services to members of the local community and offers students the opportunity to apply what they have learned in the classroom.

In the spring of 2014, Forest Institute became a wholly owned subsidiary of Burrell Behavioral Health, a 501c3 non-profit mental health services agency serving central and southern Missouri. This has been a mutually beneficial merger since both institutions share the common mission of delivering quality mental health care, especially to the traditionally underserved. There are many benefits to this novel arrangement including expanding training opportunities for students and enriched research resources for service delivery. Perhaps, the most far reaching and significant benefit is the formation of a research center with contributions from both Forest and Burrell that will lead to rigorous empirical investigations leading to the development of more effective healthcare integrating psychological and physical services, the improvement of clinical and management decision-making, and client-based treatment outcomes.

To learn more visit, [www.forest.edu](http://www.forest.edu)

### Mission:

Forest Institute is a private, not-for-profit institution of higher education dedicated to providing high-quality professional education and community service with courage and compassion. **The educational mission is to be a national leader in the education and training of culturally competent practitioners in the behavioral sciences and human service professions.** The educational programs at Forest are responsive to scientific advances and developments in service fields. To accomplish the educational mission, Forest promotes a student-centered learning environment that embraces individual and cultural differences. The community service mission of Forest Institute is to enhance quality of life. To accomplish this mission, students work closely with faculty to identify local need and provide valuable services for diverse members of the community.

**Location:** Springfield, Missouri

**PsyD Program Philosophy:**

The overarching philosophy of the PsyD program is to integrate the discipline and practice of clinical psychology by means of training experiences in an empirically informed competency-based practitioner-scholar model. The program provides experiences in academic and clinical learning environments designed to be responsive to the diverse and changing needs of the human community.

**Education and Training Model of the Program:**

As psychological practice is based upon science, the administration and faculty of Forest firmly believe the competent, evidence-based practice of psychology requires an integration of both scientific and professional knowledge, skills and attitudes. Therefore, the National Council of Schools and Programs for Professional Psychology (NCSPP) Competency Model for education and training (Peterson et. al., 1992) has continued to guide and inform the education and training of students in the PsyD program. This model not only emphasizes the importance of broad, general training in clinical psychology but also prioritizes the integration of science and practice through its view of the practitioner-scholar as a "local clinical scientist."

**THE POSITION**

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Reporting to the Vice President of Academic Affairs, the Dean will oversee and direct the day-to-day operations of the doctoral program. The Dean is responsible for maintaining a high level of quality, integrity, and effectiveness in achieving the goals of the program.

**Essential Functions:**

- Maintains quality and integrity of the doctoral curriculum and training experiences; provides leadership for change and enhancement.
- Makes recommendations to the VPAA regarding faculty resources including but not limited to, recruitment, retention, and deployment.
- Oversees program re-accreditation initiatives, and maintains required communication with the Commission on Accreditation of the American Psychological Association and related staff as needed.
- Implements ongoing strategies for documenting doctoral program outcomes consistent with the program's philosophy and goals.
- Implements continuous quality improvement strategies and initiatives informed by program evaluation and outcomes.
- Works with program faculty to determine admission standards and procedures for the doctoral program; considers recommendations from Admissions Committee in making final determinations regarding acceptance.
- Supervises doctoral program concentration coordinators.
- Provides leadership in the faculty use of Forest's electronic learning and community management systems in support of doctoral program objectives.

- Works collaboratively with the Faculty Development Committee to ensure that core and associated faculty receive regular feedback on performance and that annual reviews occur in a timely manner; responds to FDC recommendations and development plans to ensure follow-through.
- Facilitates monthly meetings with core faculty to discuss program resources and needs.
- Coordinates doctoral course scheduling; works to integrate scheduling between the Registrar and the Clinical Training Office.
- Provides/oversees annual written feedback to doctoral students regarding their performance in the program and progress toward programs goals, objectives, and competencies.
- Oversees administration of doctoral comprehensive examinations and embedded assessment processes.
- Coordinates adjunct faculty assignments to doctoral coursework/training.
- Determines requests for leave of absences and withdrawal.
- Member of the Academic Leadership Team in monitoring progress in achieving strategic priorities. Attends regular Academic Leadership Team meetings to provide ongoing feedback regarding doctoral program.
- Attends regular President's Cabinet meetings.
- Serves as administrative liaison to the Curriculum Committee, Clinical Training Committee, Faculty Development Committee and member of the Assessment Committee.
- Performs other duties as assigned by the Vice President of Academic Affairs or the President.

**Qualifications:**

- Doctoral degree in psychology required. Prefer degree in clinical from an APA accredited program.
- Experience in graduate education and administration.
- Experience with graduate program development, outcome assessment, internship placement processes, and specialized (i.e., CoA of the American Psychological Association) accreditation preferred.
- Experience with electronic student records, learning management and community management systems (e.g. Three Rivers Systems, Edvance 360).
- Organized and detail oriented.
- Ability to maintain confidentiality is essential.
- Excellent written and oral communication skills.
- Working knowledge of Microsoft Office products and statistical software (preferably SPSS).

## PROCEDURE FOR CANDIDACY

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Confidential review of applications will begin immediately and continue until the position is filled.

Click the following to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=3750494&portalID=5652>

### For nominations or further information:

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*Forest Institute of Professional Psychology is an Equal Opportunity/ Affirmative Action employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions in its educational programs, financial aid, activities, admissions and employment practices.*



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## SPRINGFIELD, MISSOURI

As the third largest city in Missouri, Springfield is home to 16 colleges and universities which support various shopping experiences, sports venues and a great sense of community. Low crime, no gridlock, and a mild climate converge to create the ideal college town. With a low cost of living and low cost utilities, Springfield offers a wonderful quality of life, incredible resources and a diverse creative population. Springfield is home to a vibrant growing artistic community and is experiencing a downtown renaissance which includes new galleries, art studios, lofts, a thriving theatre culture and critically-acclaimed restaurants.

Located in the heart of the Ozark Mountains, southwest Missouri is home to breath-taking natural beauty. Enjoy the rolling hills, verdant woodlands, sparkling streams, and miles of pristine lakes that make the Ozarks a giant playground for outdoor adventure. You can bike, hike, swim, boat, fish, waterski, and zip-line over the forest from the top of an Ozarks mountain. Or simply soak up the sun in one of the many city parks with your favorite furry best friend. No matter what your preference, Springfield is a great place to live, work and play.



**Just a few reasons to live in Springfield:** (*information taken from <http://www.liveinspringfieldmo.com/>*)

- Ranked by *24/7 Wall Street* as third in the top five American cities for job growth
- Low unemployment rate of 6.2% as of July 2013, compared to 7.7% nationwide
- Kiplinger ranked Springfield tenth in the list “10 U.S. Cities with the Cheapest Cost of Living,” with a cost of living index as 89.1 on a scale where the average is 100

*For additional information on Springfield, MO please visit:*

City of Springfield, MO: <http://www.springfieldmo.gov/home/home.jsp#page=page-1>  
 Springfield Chamber of Commerce: <http://www.springfieldchamber.com/movingvisiting/>  
 Springfield Business Journal: <http://sbj.net/index.asp>  
 Community Guide: <http://www.pageturnpro.com/Whitaker-Publishing/12643-Chamber-guide/index.html#1>

### Things to see in Springfield

- ✚ [Springfield Art Museum](#)
- ✚ [1984 Arcade](#)
- ✚ [7 C's Winery and Vineyard](#)
- ✚ [Acrobats of China](#)
- ✚ [Air and Military Museum](#)
- ✚ [Missouri Sports Hall of Fame](#)
- ✚ [Dickerson Park Zoo](#)
- ✚ [Springfield Cardinals](#)
- ✚ [Springfield Conservation Nature Ctr.](#)
- ✚ [Discovery Center](#)
- ✚ [Ozark Greenway Trails](#)



Located in scenic southwest Missouri, Springfield is home to a metro population of 450,000, encompassing five counties: Greene, Christian, Webster, Polk, and Dallas.