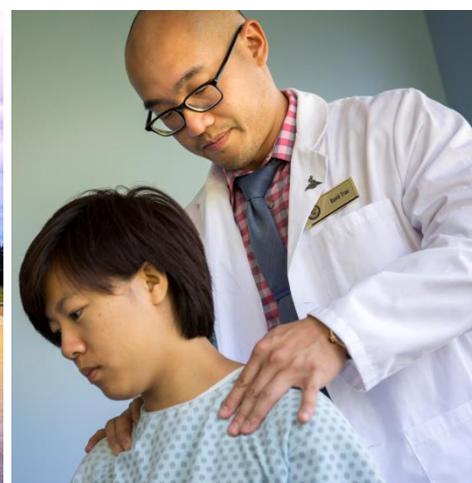


New York Chiropractic College Seneca Falls, New York

Position Profile

Vice President of Academic Affairs

March 2017



FINGER LAKES SCHOOL OF ACUPUNCTURE & ORIENTAL MEDICINE
SCHOOL OF HEALTH SCIENCES & EDUCATION

www.nycc.edu

THE INSTITUTION

New York Chiropractic College is committed to academic excellence, quality patient care, and professional leadership. The College aims to be recognized as a leading institution for the education and training of natural healthcare professionals and academicians who embrace inter-professional collaboration.

New York Chiropractic College was founded in 1919 as the Columbia Institute of Chiropractic, in a Manhattan brownstone. In the 70's the College moved from New York City to Long Island, opening a 50-acre campus in Old Brookville. Being unable to expand its physical plant, the College moved 300 miles to Seneca Falls, NY. The campus is situated in the Finger Lakes region of New York State and is nestled on a 286-acre site next to Cayuga Lake. While initially a school of chiropractic, NYCC has expanded to a multi-program institution offering additional degrees in response to demands in healthcare education.

NYCC promotes an environment of academic excellence that leads to the development of future professionals who understand how to be leaders in delivering best clinical practices associated with their chosen discipline. NYCC has developed four core competencies that have helped shape our reputation and support progress towards our mission, vision, and values:

- Rigorous academics based on the continuous improvement model
- Innovative clinical education models
- Strong student support mechanisms
- Responsive program development

New York Chiropractic College has been named The Chronicle of Higher Education's "Great College to Work For" for eight consecutive years (2009-2016); with seven years earning the honor roll distinction. For the 2016 year, NYCC was recognized in ten of the twelve categories evaluated including job satisfaction; collaborative governance; work-life balance; teaching environment; compensation and benefits; confidence in senior leadership; facilities, workspace, and security; professional/career development programs; respect and appreciation; and supervisor/department chair relationship.

New York Chiropractic College runs on a trimester system with a total of 936 students enrolled in on-ground and online programs.

To read more visit: www.nycc.edu

Location: Seneca Falls, New York



THE OPPORTUNITY

Responsible to the President, and under direction of the President, the Vice President of Academic Affairs (VPAA) oversees day-to-day College operations in the Division of Academic Affairs. The VPAA works with the administrators of these areas, along with administrative staff in Enrollment Management, Financial and Administrative Services, and Institutional Advancement, to build a team of senior administrators that work together with a coordinated view to fulfill the mission of the Institution. The VPAA supervises the Dean of Chiropractic, Dean of the Finger Lakes School of Acupuncture and Oriental Medicine, Dean of the School of Health Sciences and Education, Director of Academic Services, Dean of Research, and Dean of Postgraduate and Continuing Education.

Function:

1. Provide leadership and guidance to NYCC's various academic programs.
2. Ensure that the Division of Academic Affairs' activities are supportive of the NYCC Mission/Purpose Statements.
3. Ensure the integrity and quality of delivery of the academic programs and that graduating students meet the requirements of appropriate accrediting programs.
4. Develop and promote divisional settings that are conducive to the faculty and staff's welfare and continued professional growth.
5. Develop and promote divisional settings that are conducive to students' welfare, education, and continued professional growth.
6. Coordinate and integrate activities pertaining to internal and external divisional activities and promotions.
7. Maintain and build on current knowledge base in higher education and health care delivery systems.
8. Promote and model behavior that recognizes the stewardship that the faculty and staff should feel toward the college grounds, buildings, and overall organization.

General:

- Works with, and supports the efforts of, the Academic Affairs Manager in the running of the Academic Affairs Division.
- Works with, informs, and takes direction from the President on a regular basis. Works with the President to develop new academic initiatives and to assure that requested reports are completed and submitted at appropriate times, and that such reports accurately represent the structure, function, quality and direction of the institution at any given time. Takes full responsibility for all campus decisions in the absence of the President.
- Provides leadership to develop institutional priorities, and direction to those individuals who report to the Office of the Vice President of Academic Affairs.
- Assures, in the traditional areas of instruction, research, health centers and service, that the highest standards of academic integrity are being met and takes special responsibility for encouraging research that is important and relevant to the professions.
- Works with the Associate Vice President of Academic Affairs and Director of Institutional Effectiveness to develop data reporting and outcomes assessment programs for the College, and to assure an environment of continuous quality improvement.
- Works with faculty to develop a faculty governance system appropriate to the College.
- Participates in institutional and divisional strategic planning on an ongoing basis.

- Works with the Vice President of Enrollment Management to foster strategic initiatives in growing enrollment and providing the appropriate experiences for NYCC students, while maintaining a culture focused on being student-centered and maintaining high customer service.

Policy:

- Oversees the development of new and/or revised academic policies and procedures. Makes recommendations to the President regarding changes in academic policies, and maintains up-to-date program policies and procedures manuals.
- Oversees development of program standards regarding curriculum, textbooks and technology.

Curriculum:

- Maintains adherence to the accreditation standards established by the various accreditation agencies.
- Monitors and facilitate the development, implementation, and evaluation of the various curriculums.
- Provides counsel and support to the Curriculum Committee.

Employment of Faculty and Staff:

- Approves the recruitment of full and part-time faculty, clerical staff, and technicians for the division.
- Approves the reappointment of full-time and part-time faculty.
- Provides the necessary authorizations for initial and continuing employee compensation.
- Maintains and secures faculty and staff departmental personnel records in accordance with College policies.

Faculty Evaluation, Advancement and Development:

- Approves faculty promotions in collaboration with deans, directors and the Committee on Faculty Appointments and Promotions.
- Oversees the administration of the annual evaluation of faculty, ensuring its integration with appointment renewals, requests for promotion, and faculty development.

Budgets:

- Oversees the preparation of budgets for Academic Affairs and monitors revenues and expenses throughout the academic year.

Reports, Committees and Meetings:

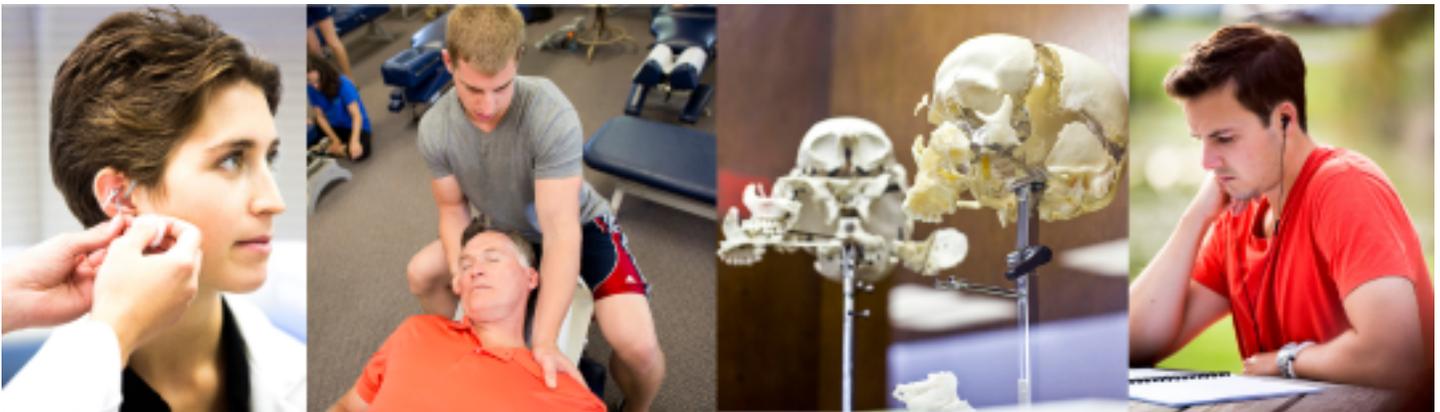
- Prepares report for the President for presentation at Board of Trustees meetings, or as required.
- Represents the College as requested by the President.

Planning:

- Develops, collaboratively with the Associate Vice President of Academic Affairs, deans, directors, chiefs of staff, health center administrators, faculty, and staff, goals, objectives, and action steps for the Division of Academic Affairs.
- Contribute to the ongoing processes of institutional self-evaluation, strategic planning and accreditation, and prepare reports required to support institutional accreditation activities.

QUALIFICATIONS

- Must have earned doctorate from an accredited institution, plus teaching and senior-level administrative experience in higher education.
- An understanding and appreciation of the health care professions required.
- Understanding of faculty governance is required, along with a commitment to equal opportunity and diversity, and team building skills.
- Must have the ability to articulate the needs of the Institution to the President, Board of Trustees, and constituencies both internal and external to the College.
- Experience in higher education accreditation processes is desirable, plus the ability both to encourage and enhance collegial attitudes and be sensitive to the needs of the faculty, staff, and students.



PROCEDURE FOR CANDIDACY

Review of applications will begin immediately. Applications received on or before **April 6, 2017** will be given primary consideration. To apply online, go to: <https://www.highereddecisions.com/sss/> and select this vacancy. Please submit PDF versions of your curriculum vitae and letter of interest upon application.

For nominations or further information:

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New York Chiropractic College is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.



[Summit Search Solutions, Inc.](http://www.summitsearchsolutions.com) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado and California.

SENECA FALLS, NEW YORK

Located in the heart of the Finger Lakes region of Central New York, Seneca Falls is ideally situated halfway between Syracuse and Rochester, about an hour north of Ithaca and less than two hours from Buffalo. It is close enough for a relaxing weekend getaway to exciting destinations such as Niagara Falls, Toronto, the Adirondacks, or the Thousand Islands.

Seneca Falls affords adventure for every season and something for everyone. With our proximity to several state parks - Cayuga Lake, Seneca Lake, Watkins Glen, and Taughannock Falls, among others - there is much to do for those who love the outdoors: hiking, cycling, snowshoeing, cross-country skiing, kayaking, boating, fishing and camping, to name a few. Montezuma National Wildlife Refuge is a favorite spot for bird-watchers, and numerous gorges and waterfalls are within an hour's drive. If you'd prefer shopping, visit the unique gift shops along Fall Street or take advantage of great bargains at the nearby Waterloo Premium Outlets. Looking for a great place to eat or a fun night out? Try del Lago Resort & Casino for fine dining and shows featuring big-name entertainers.

Seneca Falls gained a reputation for social and religious reform in the mid-19th century. The Seneca Museum of Waterways and Industry and the Seneca Falls Historical Society help preserve the rich history of the area. Several historic landmarks, including the Elizabeth Cady Stanton House and museums such as the Women's Rights National Historical Park and the National Women's Hall of Fame, tell the story of women's suffrage in this birthplace of women's rights.

With a storybook-like charm, Seneca Falls is touted as the inspiration for the American classic film "It's a Wonderful Life." There is even a museum dedicated to the film and a bridge that will bring classic scenes from the movie to mind. Nestled in the midst of wine country, there are literally hundreds of wineries, craft breweries, and quaint coffee shops and restaurants just waiting for you around every bend.



For more information on Seneca Falls, New York, visit:

www.senecafalls.com

www.fingerlakesgateway.com/seneca-county-chamber-of-commerce