



UNIVERSITY of  
**Western States**

Position Profile

**Vice President for Academic Affairs**

February 2019



*In partnership with Summit Search Solutions, Inc.*



## *“For the good of the patient”*

The UWS motto captures the intent behind much of what happens at UWS. At the core of university decision-making is the greater professional responsibility to the patients who ultimately benefit from the fulfillment of the university mission through integrated health care.

## THE INSTITUTION

University of Western States (UWS) is a nonprofit, regionally accredited, private university offering world-class, integrated health care education and providing an evidence-informed approach to health and wellness. Graduates deliver high-quality health care based on science, the professional’s skill and knowledge, and the preferences and experiences of the patient or client.

The university is at the forefront of an emerging, whole-person philosophy of health care by offering a variety of health and wellness educational programs. As a leader in health sciences education since 1904, UWS provides integrated, evidence-informed curricula grounded in its dedication to current research and practices. The commitment spans all of the graduate and professional programs: chiropractic care, sports medicine, human nutrition and functional medicine, sport and performance psychology, clinical mental health counseling, and diagnostic imaging.

- *BestColleges.com* ranked the UWS sports medicine program No. 1 in the country while the HNFM program ranked No. 2 on the list. *CollegeChoice.net*, whose rankings highlight accredited, not-for-profit institutions who have developed exceptional academic online programs for students looking to advance their knowledge, skills, and careers, listed the sports medicine program as No. 8.
- University of Western States is institutionally accredited by the Northwest Commission on Colleges and Universities. The Doctor of Chiropractic degree program is accredited by the Council on Chiropractic Education (CCE).
- The university’s academic programs are organized into two distinct colleges. The College of Chiropractic offers the Doctor of Chiropractic degree; the College of Graduate Studies offers six degree programs including Human Nutrition and Functional Medicine; Sports Medicine; Sport and Performance Psychology; Clinical Mental Health Counseling; and Diagnostic Imaging.

**Location:** Located in Portland, Oregon, UWS sits in the beautiful Pacific Northwest where doctoral and master’s programs are offered both on campus and online. In the near future, UWS will be relocating its campus to a larger and more modern location in northeast Portland, less than 3 miles from the current campus.

# THE OPPORTUNITY

The Vice President for Academic Affairs (VPAA) is the senior administrative officer representing academic affairs and reports directly to the President. The VPAA is charged with the academic leadership of the university and promoting excellence in teaching, research and service across all academic programs. The VPAA directs and coordinates all academic activities and aids the President to formulate and administer university programs. The VPAA is responsible for the planning and implementation of approved new academic programs and for the progression of existing degree and academic certificate programs. Additionally, the position is responsible for curriculum planning and implementation and the monitoring of academic policies, practices, and procedures to support student success. The VPAA works closely with other university administrators to facilitate achievement of the university mission, vision, and objectives and to ensure institutional effectiveness. Under the supervision of the VPAA will be the Dean of the College of Chiropractic, Dean of the College of Graduate Studies, Dean of Library Services, Dean of the Center for Teaching and Learning, and the Research and IRB Administrator.

## *Primary Responsibilities:*

### Program/Division Supervision and Management

#### **Academic Programs and Centers**

- Provide leadership for all academic programs and work with the college deans and faculty to formulate, maintain, and implement a high-quality and sustainable curriculum.
- Partner with the office of institutional effectiveness to ensure systematic and periodic review of programs to ensure quality.
- Provide leadership in matters of academic policy and administration and regularly advise the President on these matters.
- Make decisions on student and faculty appeals in informal dispute resolution procedures and in special petitions for waivers of academic policy.
- Coordinate with the college deans and approve the hiring, support, development and evaluation of faculty, staff, and administrators of instructional programs and services.
- Facilitate an efficient process for the development and implementation of academically sound programs, which includes working with all departments to support successful program delivery and student services.
- Engage faculty in the development of curricula for implementation within existing programs that will support student development and demonstration of interprofessional competencies necessary for successful relationships within integrative care settings.
- Direct and facilitate curriculum review and evaluation processes for all programs.
- Oversee the preparation of the university catalog, faculty handbooks, and other key academic documents.
- Collaborate with deans and the center for teaching and learning to develop and implement a faculty development agenda to meet the needs of faculty and program improvement objectives.
- Oversee implementation of inter-professional competencies for each academic program to prepare UWS graduates to integrate into the health care system.
- Facilitate and support the utilization of existing, emerging and innovative technologies to improve teaching, learning, research, and clinical care.
- Serve as chair of the university academic affairs committee and hold regular meetings to facilitate communication and collaboration among academic and non-academic units.
- Other duties and responsibilities as assigned by the President.

## **Research**

- Enhance, promote, and support quality scholarship and research.
- Work with academic deans to clarify and promote the role that faculty and scholarly activity play throughout the university to support the achievement of institutional objectives.
- Oversee and serve as the signing authority for the Institutional Review Board.

## **Planning, Budgeting, and Leadership**

- Collaborate with departments and direct reports to implement university planning initiatives, including ensuring departmental budgets align resources with strategic priorities.
- Identify annual continuous improvement objectives for areas of responsibility.
- Supervise preparation and submission of annual budgets for areas of direct responsibility to ensure appropriate resource allocation to advance strategic and operational priorities; manage and monitor budgets on an ongoing basis.
- Work with other university administrators to plan for long-term capital and operational resource needs.
- Collaborate with academic leadership and committees to collect, analyze and report on college, program and course-level outcome data.
- Ensure academic programs are of the highest quality and in compliance with regional and professional accreditation requirements.
- Participate in university governance and committee structure.
- Represent UWS academic programs to external organizations, groups, and individuals to promote and develop support for the university's mission, vision, and goals.
- Conduct regular performance review of effectiveness for personnel in meeting position responsibilities and established objectives.
- Other duties and responsibilities as assigned by the President.

## ***Desired Knowledge, Skills, and Abilities:***

- Higher education curriculum planning and assessment skills and experience.
- Professional interpersonal skills including effective verbal and written communication.
- Effective management of faculty and students in professional degree programs.
- Demonstrated ability to lead people and get results through others including the ability to hold employees accountable for established performance objectives.
- Demonstrated commitment to collegiality and shared governance.
- Strong organizational skills and ability to prioritize/execute plans and resource management to achieve desired outcomes.
- Competence in the management of human, physical, and fiscal resources in higher education or equivalent setting.
- Effective analytical and problem-solving skills and the ability to exercise professional judgment and assume responsibility for decisions.
- Ability to follow policy and carry out due process for students and employees.
- Familiarity with conventional, integrative, complementary, and alternative medicine disciplines.
- Experience in dealing with legal and regulatory matters related to educational administration.



## Qualifications:

### Required Qualifications:

- PhD, EdD or other terminal academic or professional degree from a regionally accredited college or university.
- Substantive and progressive administrative experience in positions such as department chair, dean, assistant or associate vice president in higher education, preferably in the health sciences.
- A record of developing and growing successful and innovative academic programs.
- Faculty experience in higher education.
- Demonstrated record in evidence-based program and curriculum development, program review and enhancement, continuous quality improvement processes, and budget and fiscal management.
- Experience with higher education accreditation standards and compliance analysis. Previous experience with self-study reports, accreditation evaluation team membership and/or accreditation committee membership is desirable.

### Preferred Qualifications:

- Experience in health science education strongly preferred.
- Awareness of, and the ability to carry out university policies including federal privacy and confidentiality requirements under FERPA and HIPAA.
- Knowledge of and experience using instructional technology in a higher education environment.

## PROCEDURE FOR CANDIDACY

Applicants should submit a resume and cover letter describing their interest and professional qualifications. All inquiries will be considered confidential. Submit materials to <https://theapplicantmanager.com/jobs?pos=su142> by **March 29, 2019**.

*For more information or to offer recommendations or nominations:*

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## ABOUT PORTLAND, OREGON

***“Oregon is an inspiration.” – Tom McCall, former governor of Oregon***

Portland, the largest city in Oregon that was **named in a coin toss**, is nestled between the Columbia and Willamette rivers, in the shadow of snow-capped Mount Hood. It is well known for its parks, bridges and active citizens, as well as for its eco-friendliness, microbreweries, and coffeehouses. Portland is also one of the only cities in the world to house a medical school, a naturopathic college, a chiropractic college, and a college of oriental medicine. With a population of more than 600,000 people, its residents experience the cultural advantages of a major city, but with small-town charm.

The community vibe sets Portland apart from other large cities with its art walks, galleries, theaters, and Saturday Market. It has endless shopping and dining choices, an award-winning public transportation system and never-ending activities. Whether you’re a foodie, adventurer, musician, pet lover, or a home beer brewer (or maybe a mixture of all of these and more), Portland has something for you. The motto is, “Keep Portland Weird,” and its residents take that to heart.

Portland is a beautiful city, with a backdrop of Mount Hood and flowing rivers, and is known as one of the most environmentally friendly cities in North America, and **third most in the world**.

- Portland is one of the best cities in the world for street **food** and was ranked as the #12 best street-food city in the *world* – thanks in large part to Portland’s huge food cart scene.
- Portland has a lively **music** scene and is home to famous bands such as the Dandy Warhols, Everclear, and Pink Martini. There are many performing arts institutions including Oregon Ballet Theatre, Oregon Symphony, Portland Center Stage and Portland Opera. Portland hosts several music festivals each year that bring world-famous bands to the state.
- For **sports** enthusiasts, there is the NBA basketball team, the Portland Trail Blazers, a junior hockey team, the Winterhawks, and a minor league baseball team, the Hillsboro Hops that is an affiliate of the Arizona Diamondbacks. Portland hosts two professional soccer teams: the Major League Soccer team, the Timbers and the National Women’s Soccer League team, the Portland Thorns. Portland also serves as the center to an elite running group, the Nike Oregon Project.
- Along with this incredible location, Portland promises many fun **outdoor activities**. Bike tours give you a chance to see the city from a new perspective and Forest Park extends from Northwest Portland with trails for running, biking or hiking enthusiasts. It is one of the largest urban parks in America.



For more information on Portland, Oregon, visit [Travel Portland](#) and [City of Portland](#).