



UNIVERSITY of
Western States

POSITION PROFILE

Dean, College of Chiropractic

February 2022



In partnership with Summit Search Solutions, Inc.



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 whole-person health care with offerings in 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.

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 master's and doctoral degrees in the fields of Human Nutrition and Functional Medicine; Sports Medicine; Sport and Performance Psychology; and Clinical Mental Health Counseling.

The 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).

Location: Located in Portland, Oregon, UWS is situated in the beautiful Pacific Northwest where programs are offered on both a new, state-of-the-art campus and online.



THE OPPORTUNITY

Dean, College of Chiropractic

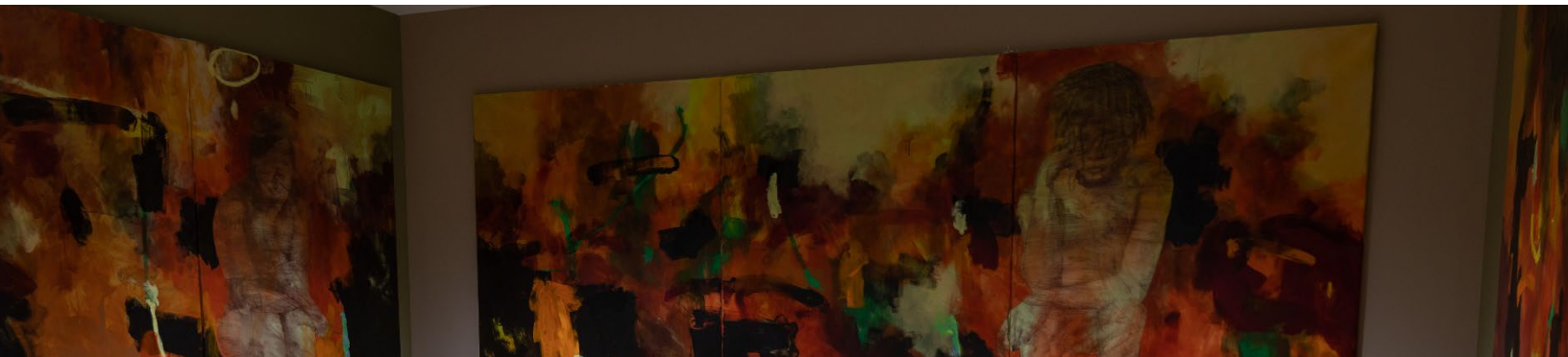
The Dean of the College of Chiropractic provides leadership and oversight of the College comprised of over 40 faculty and staff and over 450 chiropractic students. The dean is charged with supporting and promoting the vision of the College, both within the University and in the larger community.

In alignment with the University's strategy, policies and procedures, the dean directs and oversees all activities within the College including operational, budgeting, personnel, planning, evaluation, and quality improvement functions. The dean oversees and manages programmatic accreditation activities to ensure program alignment with the Council for Chiropractic Education standards.

Responsibilities

Program Management:

- Support the University mission, vision and commitment to diversity, equity, and inclusion and the program's mission, vision, and commitment to training health care providers that provide compassionate care to all communities.
- Provide vision and oversight of program assessment.
- Ensure the design, development, and administration of the didactic and clinical curriculum based on clearly articulated learning outcomes, objectives and performance criteria in accordance with accreditation standards.
- Establish and maintain communication among faculty, students, and staff.
- Collaborate effectively with deans of other programs to ensure quality in the curriculum.
- Oversee the compliance of the program with Council on Chiropractic Education and support the institutional accreditation of the University with the Northwest Commission on Colleges and Universities.
- Participate in quality improvement efforts of the curriculum, program assessment, and program organization through administrative and faculty governance structures.
- Create, maintain, and report annually on longitudinal tracking documentation for programmatic improvement efforts, measuring outcomes of changes to determine levels of effectiveness.
- Conduct ongoing environmental scanning for anything that might impact the success and/or viability of the program. This includes factors such as regulatory changes related to clinical scope of practice, shifts in higher education policy or practice, career outcomes, and more.
- Work collaboratively with the Scheduler to create and maintain the programmatic class schedules with the primary objective of providing a schedule that is efficient for students as well as cost-effective.
- Engage program faculty and staff members in analysis and reporting of program effectiveness.
- Support student success and respond to student concerns.



Personnel Management:

- Ensure compliance with the tenets of the Western States Chiropractic College Faculty Association Agreement.
- Support and provide information to the provost and the Director of Human Resources in the investigation, evaluation, and disciplinary actions related to the program's faculty.
- Provide timely reporting to the provost and the Director of Human Resources of known, reported, or suspected disciplinary issues.
- Maintain the schedule and duties expected of support staff working in the DCP.
- Collaborate with department leads to ensure that faculty teaching and clinical schedules are accurate and meet the programs' and students' needs.
- Review performance and collaborate on development plans for all direct reports.
- Analyze faculty performance data and evidence.
- Create and implement faculty development initiatives involving individuals and/or groups of DCP faculty.
- Ensure that department leads are properly engaged with departments on educational/curricular issues as requested.

Planning, Budgeting, and Leadership:

- Guide, develop, and implement a multi-year strategic plan for DCP that fosters student success, faculty and staff engagement, and integrated health.
- Participate in strategic and operational planning for the DCP and the University.
- Participate in the budgeting process in collaboration with the provost to ensure appropriate resource allocation for the operational and strategic priorities of the DCP and the University.
- Investigate, develop, and implement strategies to create budget efficiencies and consolidate resources.
- Participate in University management and governance structures, representing the DCP and providing meaningful input and teamwork to better the University and the DCP.
- Represent the DCP to appropriate external organizations, groups and individuals, supporting the UWS mission and the purpose of the DCP.
- Participate in leadership development, or other relevant training, as deemed appropriate by the provost.
- Support a culture of collegial governance.
- Foster and promote a collaborative, innovative, inclusive, and supportive culture in the College with students, staff, faculty, and administrators.
- Create an educational environment that supports student success.
- Support faculty scholarship, grants, and professional development.



QUALIFICATIONS

Required:

- A terminal degree
- Strong leadership skills and the ability to effectively lead and supervise teams
- Experience with budget management and budget construction processes
- Experience working effectively and collaboratively as a member of a leadership team
- Demonstrated ability to execute plans to achieve positive outcomes
- Significant teaching or administrative experience either in the classroom or clinical supervision
- Knowledge of accreditation processes
- Highly effective verbal and written communication skills
- Strong organizational skills and ability to be detail-oriented, prioritizing and managing multiple projects effectively. Outstanding analytical and problem-solving skills
- Excellent interpersonal skills
- Ability and willingness to embrace UWS core values related to student-focus, whole-person health, best practices, inclusiveness, professionalism, and curiosity

Preferred:

- Doctor of Chiropractic degree
- Maintenance of an active license to practice chiropractic
- Professional development, which may include degrees beyond the terminal degree, residency training, board certification in a chiropractic specialty, etc.
- Evidence of scholarly work





PROCEDURE FOR CANDIDACY

University of Western States, in consultation with Summit Search Solutions, Inc., will begin a confidential review of application materials immediately and continue until the position is filled; parties who apply by March 16th will be given first consideration. Please submit a CV/resume and a letter of interest upon application. All applications and nominations will be held in confidence.

To apply online, go to: <https://theapplicantmanager.com/jobs?pos=su288>

For more information or to offer recommendations or nominations:

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University of Western States does not discriminate in education or employment on the basis of sex, race, creed, color, national origin, religion, age, disability, marital or familial status, sexual orientation, or veteran status, gender identity, or any other basis prohibited by local, state or federal law. This policy complies with the spirit and the letter of applicable federal and local laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving the education and nonprofit sectors nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including: California, Colorado, Kansas, Maryland, New York, North Carolina, and Utah.



ABOUT PORTLAND, OREGON

Big city excitement and small-town charm make Portland one of the most popular cities on the west coast. Situated approximately 70 miles from the Pacific Ocean where the Columbia and Willamette Rivers meet, Portland enjoys a magnificent setting, combining sparkling waterways with lush greenery rarely found in urban settings. The Portland metro area is home to approximately 2.35 million residents. Portland is widely recognized in national surveys and rankings as one of America's most livable cities.

Portland's historic old town, many galleries and museums, Saturday Market, Waterfront Park and an abundance of fine restaurants keep residents and visitors busy and satisfied. The performing arts in the area offer classical music, jazz, and blues as well as theater and dance. Portland is just a short distance from the spectacular Columbia Gorge and Multnomah Falls, windsurfing at Hood River, valley wineries, skiing at Mt. Hood, and the drama of the Oregon coast.

Portland is known for its extensive park system of more than 200 parks. These encompass such areas as the elm-shaded South Park Blocks in the downtown area and Washington Park, home of the International Rose Test Garden and a Japanese Garden. Portland's Forest Park, over 5,000 acres, is the largest park within a city in the U.S. and has nearly 80 miles of walking trails.

Portland's award-winning mass transit system is one of the most extensive and advanced in the U.S. and includes buses and the MAX, an urban light rail line, as well as a downtown transit mall.

To learn more about Portland and surrounding areas:

*Information about Portland, OR: <https://www.travelportland.com/>
Portland Regional Chamber of Commerce: <https://www.portlandregion.com/>
City of Portland, OR: <https://www.portlandoregon.gov/>*

