

AIMC Berkeley Job Description

Job Title: Academic Dean

Department: Academic Affairs

Reports To: President

FLSA Status: Full-time, exempt

Summary:

The Academic Dean serves as the academic leader of the college. They oversee curriculum development and review, assessment of program effectiveness, student achievement of educational objectives, and faculty recruitment, evaluation and development. The Academic Dean and Clinic Director work together to align didactic and clinical education in the curriculum. The Academic Director is also responsible for the implementation of transfer credit policies and procedures — evaluates student transfer credit, including student academic advancement. The Academic Dean presides over the Academic Standards Committee and enforces the Academic policies of the college. They are a member of all committees that discuss matters involving the academic department. They serve as the main contact for program faculty & ensure terms and conditions of service for faculty are adequate, equitable, and administered ethically.

Essential Duties and Responsibilities:

- Faculty Management:
 - Manage appointment and scheduling of qualified faculty .
 - Coordinate faculty input in curriculum development and assessment.
 - Ensure faculty rights and responsibilities are published in the faculty handbook
 - Ensure valid credentials and competence of faculty in assigned teaching areas.
 - Supervise scheduling of faculty into courses annually and each term
 - Manage special projects related to assessment and operations.
 - Ensure faculty meet annually to consider curriculum and educational policies and issues and minutes and attendance records are maintained.
 - Ensure faculty access to opportunities for professional growth and development through the CEU program.
- Departmental Leadership & Curriculum Development:
 - Maintain currency with relevant literature in graduate medical education
 - Role model professional collegial communications across all communities
 - Ensure regular and open communication among and between program faculty and program administration.
 - Support leadership within each Academic department for curriculum & professional development
- Policies:
 - Ensure fair and consistent faculty rights and responsibilities are published in the faculty handbook including requirements of Fair Labor Standards Act, non-discrimination, equal opportunity, and affirmative action employment practices.
 - Ensure faculty appointment and scheduling policies are fair and consistent.
 - Ensure faculty job descriptions are comprehensive and accurate.

- Review institutional policies and employment contracts on preparation time.
- Ensure faculty are accorded academic freedom.
- Special Projects: Institutional assessment & operations
 - Supervise and verify determination of appropriate transfer credits.
 - Supervise class scheduling.
 - Develop and administer institutional exams including comprehensive exams & graduation exam.
 - Develop and manage Continuing Education programs.
- Regulatory Agencies:
 - Understand all policies and requirements of the following regulatory agencies including:
 - CAB: All policies & requirements
 - ACAHM: All policies & requirements focused on:
 - 8.01 | Core Faculty
 - 8.02 | Faculty Credentials
 - 8.03 | Faculty Policies and Procedures
 - 8.04 | Faculty Conditions of Service, Professional Development, and Benefits
 - 8.05 | Faculty Communication
 - BPPE: All policies & requirements
 - Title IV: All policies & requirements including SAP
- Distance Education:
 - Supervise & coordinate the development of a long-term distance education strategy including content management & live engagement
- Outside the primary administrative & management responsibilities, additional components may include: instructing courses, supervising clinic shifts, & treating patients.
- Other duties as assigned by your supervisor
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

Supervisory Responsibilities:

- Associate Dean
- Faculty
- Student Workers: Teacher's Assistants

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Five or more years experience in educational administration in the EAM/IM field requested. Clinic supervisory experiences and good communication skills required. Must be computer literate. Black,

indigenous and people of color, women, non-binary and LGBTQ2S individuals strongly encouraged to apply. Maintain an active current acupuncture license in California.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software and the Microsoft Office Suite of products. Knowledge of basic office equipment should include: Internet and email, copy and fax machines, postage meter and telephone.

Certificates, Licenses, Registrations:

Valid, up-to-date California license to practice Acupuncture

Physical and Emotional Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is frequently required to sit. The employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 20 pounds. Must be able to travel with luggage and be able to transport materials and personal overnight supplies. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

How to Apply: Email resume & cover letter to hr@aimc.edu