



CALIFORNIA INSTITUTE OF INTEGRAL STUDIES

Position: Interim Director, ACTCM at CIIS
Department: American College of Traditional Chinese Medicine (ACTCM)
Supervisor: Provost
FLSA Status: Full-Time, Exempt

ABOUT CIIS

California Institute of Integral Studies (CIIS) is an internationally-recognized leader in integral education. CIIS has an enrollment of more than 1,500 students pursuing degrees in a variety of academic programs in its schools of Consciousness and Transformation, Professional Psychology and Health, Undergraduate Studies, and American College of Traditional Chinese Medicine (ACTCM). In addition, CIIS hosts a vibrant art exhibition program through The Arts at CIIS and offers a dynamic array of events through its Public Programs division, including workshops, lectures, and certificate programs. The University provides affordable mental health and acupuncture services to the San Francisco Bay Area through its 10 award-winning clinics. CIIS is accredited by the Western Senior College and University Commission (WSCUC) and Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).

POSITION SUMMARY

Essential Functions: The Interim Director at ACTCM at CIIS fulfills an important leadership role within ACTCM, the wider university, and the fields of acupuncture and traditional Chinese Medicine in the United States. The Interim Director is responsible for ensuring the integrity of the academic and clinical programs within the college and for providing the leadership that supports educational planning, program development, faculty teaching, and scholarly activities. The Interim Director remains informed of major trends in the fields of Traditional Chinese Medicine and Integrative Health and works to ensure that ACTCM maintains a leadership position in these fields.

Supervision Responsibilities: The Interim Director of ACTCM at CIIS provides academic leadership to the school and is responsible for all ACTCM programs and clinical trainings. The Interim Director is a member of the academic leadership team of CIIS and works to ensure a high quality of education for all students and a positive working environment for students, faculty, and staff. The Interim Director provides supervision to the Director of Clinical Education, Program Domain Chairs, the Program Manager, support staff, and an Administrative Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides supervision to the Director of Clinical Education and to Program Domain Chairs, the Program Manager, support staff, and an Administrative Assistant.
- Oversees all academic programs, including planning, development, and review to ensure appropriate education outcomes, program quality, effectiveness, and financial viability.
- Provides academic leadership and acts as a liaison to the ACTCM faculty.
- Oversees systematic program review, including educational objectives, course syllabi, student-learning outcomes, comprehensive exams, and student achievements.

- Monitors academic data collections and assessment to ensure that programs achieve educational goals and objectives.
- Chairs the ACTCM Faculty Program Committee.
- Oversees and monitors the development and implementation of academic strategic planning within the framework of the CIIS Strategic Plan.
- Collaborates with the Provost to coordinate the process of faculty hires, scheduling, development, evaluation, promotion, retention, and termination.
- Provides support for faculty scholarly activities and faculty development through ACTCM-specific activity and engagement in CIIS faculty development processes.
- Promotes the enhancement of faculty teaching skills and methodologies, content presentations, and technical abilities.
- Oversees the development and management of the school's academic and clinical budget.
- Collaborates with the Provost on regional and programmatic accreditation and academic strategic planning.
- Collaborates with the admissions office regarding admissions issues and oversees evaluation of transfer credits.

MINIMUM QUALIFICATIONS

- A minimum of five years of academic administrative, supervisory, and management experience at an accredited or candidate program in acupuncture and Chinese medicine or equivalent.
- Doctorate in acupuncture and Chinese medicine field is preferred.
- A commitment to innovation, improvement and student-centered engaged learning.
- Ability to interact positively and effectively with faculty, students, staff and the public.
- Excellent writing, communication and interpersonal skills.
- Proficiency with Microsoft Office suite and academic software.
- Well-organized, attentive to detail, and able to meet deadlines.
- Willingness to work flexible hours, as needed.

SALARY AND BENEFITS

Salary commensurate with skills and experience.

NOTES TO CANDIDATE

- **Working Conditions** -- Duties are primarily performed in an office environment at a desk or computer terminal, typically, Monday through Friday. Some evening and weekend hours are required.
- **Background Check** -- Due to the sensitivity and requirements of our positions, you should expect to undergo and be cleared of an employment background/criminal check, if extended an offer for employment. You may also be asked to provide proof of educational degree(s), licenses or credentials pertinent to the position. If your job requires driving on behalf of CIIS you will be required to provide proof of a valid driver's license.
- **Visa Sponsorship** -- Visa sponsorship is not available for this position. Applicants must currently be authorized to work in the United States for any employer.
- **Relocation Assistance** – Relocation assistance is available for this position, within CIIS policies.
- **Interim Status** – the position is interim with the possibility of a transition to a permanent position.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

CIIS values diverse perspectives and life experiences. Every applicant will be considered regardless of race, color, ethnicity, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. All qualified persons legally authorized to work in the United States are encouraged to apply.

Accommodations for people with disabilities will be provided on request.

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APPLICATION INSTRUCTIONS

Screening begins immediately and will continue until the position is filled.

Using the Apply Now link, please submit a Resume and Cover Letter online.

For Further Inquiries, please e-mail Michelle Zeng, HR Specialist at HRoffice@ciis.edu