JOB DESCRIPTION AND EXPECTATIONS

JOB TITLE: Chair, Selective and LACC Part-Time Faculty Department
COLLEGE: Los Angeles College of Chiropractic (LACC)
STATUS: This person is an exempt employee, and a full-time university faculty member

SUPervisory STRUCTURE: Reports to the Dean of LACC; collaborates with appropriate SCU Academic Department and Division Chairs and the Director of the Division of Professional Studies and Director of Marketing.

JOB SUMMARY: The Selective Department Chair is a full-time faculty member who reports to the LACC Dean, and who has responsibility for the Selective and Elective courses and specialty tracks in the DC program. The Selective Department Chair has shared responsibility with Academic Department Chairs over part-time LACC University faculty. The Selective Department Chair will work closely with the Director of the Division of Professional Studies and Director of Marketing to promote selectives as CEU courses for healthcare professionals and as courses for the lay public where appropriate. The Selective Department Chair will operate under the direction of and be evaluated by the LACC Dean. An initial two year appointment will be followed by an annual review and reappointment process to be determined by the Dean.

JOB RESPONSIBILITIES

The Selective Department Chair shall:

- Support the Mission, Vision, and Values of SCU, CEM and LACC.
- Ensure that the Selective Department remains focused on educational excellence and student learning.
- Support the Dean.
- Improve integration across other LACC academic departments.
- Work closely with Academic department chairs, including getting input from them regarding LACC university part-time faculty performance relative to their performance in teaching selectives, regular LACC, and core courses.
- Promotes a culture of scholarship and teaching excellence within department faculty.
- Promote an environment of creativity and innovation, aligning academic priorities and initiatives of the department with those of the college and university.
- Participate in appropriate university activities; serving on teams and committees, including the Dean’s Council, as directed by the Dean.
- Create and take advantage of opportunities that foster professional growth of faculty in the Selective Department.
- Propose and implement department curricular improvement and development initiatives through appropriate governance structures.
• Actively participate in quality assurance processes.
• In addition to administrative duties, a department chair is a member of the faculty and as such is expected to engage in teaching, service, and scholarship.
• Work with course leads to develop course assessments.
• Attend weekend selective courses as needed to provide course evaluation.
• Review internal assessment, external assessment and any other benchmark data with their departments and make decisions and recommendations for improvement in these areas including making recommendations for budget priorities in the academic program.
• Assess recommended changes to determine if the desired outcome was achieved and makes new recommendations as necessary.
• May be required to participate in student clinic shifts.
• May conduct one-on-ones with department members, and maintains regular communication with university faculty teaching selectives.
• Compile trimester academic department reports.
• Improve integration across academic departments.
• Work closely with the Directors of DPS and Director of Marketing to promote selectives as CEU courses for healthcare professionals and the lay public where appropriate.
• Complete delegated tasks and responsibilities in a timely manner.
• Assist in grading assigned selective requirements.
• Participate in self-studies for accreditation.
• Maintain standards required by accreditors.
• Other duties and responsibilities as assigned.

Supervisory Responsibilities
• Carry out employee supervisory responsibilities in accordance with SCU’s policies and applicable laws. This involves coordinating with Academic Department Chairs and the LACC Dean in planning, assigning, and directing work of all faculty in their responsibilities for teaching Selectives, including part-time faculty; appraising part-time faculty performance; participating in the rewarding and disciplining of part-time faculty; addressing complaints and resolving problems. Specifically:
  o Present all potential Part-Time University Faculty and/or Associated Faculty for appointment according to university policy, including approval by the Professional Personnel Committee (PPC), Dean, and VPAA as necessary.
  o Submit all potential Part-Time University Faculty and/or Associated Faculty to Human Resources for required hiring procedures upon appropriate approvals.
  o Supervise, evaluate and direct the faculty of the Selective and Part-Time Faculty Department, delegating responsibility as appropriate and necessary.
  o Provide overall direction, coordination, and evaluation of faculty.
  o Assist in the Faculty Performance Appraisal (FPA) process by working with Academic Department Chairs to provide input regarding the Full-Time faculty member’s performance in their role as a member of the Selective department. Ultimate responsibility for FPA’s for Full-Time University Faculty remains with the Academic Department Chair.
  o To have responsibility to perform FPAs for Part-Time LACC faculty, working closely with Academic Department Chairs.
Other Essential Job Functions
In addition to the job responsibilities described above, all employees of Southern California University of Health Sciences are responsible for the following essential job functions:
- Getting along with co-workers
- Cooperating with co-workers
- Responding politely to customers/students/candidates
- Working as a team member
- Being able to think quickly and act appropriately in emergency situations
- Functioning under intense time pressure
- Working extra hours as required
- Continuing to perform well under pressure

Expectations of SCU Employees
The SCU President’s Cabinet has identified a set of values and attributes that are bare minimums for employment, those that are core to who we are as a university, and values to which we aspire. Further identified are qualities and attributes desirable for employees in general, and senior leadership specifically. This is in harmony with principles found in The Advantage, by Patrick Lencioni.

SCU Core Values:
1) Transparency
2) Grit
3) Sense of humor

SCU Permission-to-Play Values: SCU Aspirational Values:
1) Respect 1) Evidence based
2) Integrity 2) Passion
3) Emotional intelligence 3) Extra mile
4) Team player 4) Integrative
5) Accountability 5) Adaptability
6) Collegiality
7) Authenticity

Common Profile Qualities:
1) Customer service focused
2) Willing to invest in student/client success by fostering positive relations, guidance, and assistance
3) A belief that no task that improves the University is beneath us/servant leadership
4) Be an ambassador of the brand
5) Be a part of recruitment
6) Resource innovator

Profile-Specific Qualities:
1) An understanding of SCU history
2) Excellent communication skills
3) Strategic community and external perspective
4) Support philanthropic endeavors
5) Connect, engage, and give (minimum alumni member and University Partner)
6) Self-reflection – reflective practitioner
7) Ability to utilize transformational leadership
8) Able to maintain confidentiality
9) Able to engage in constructive conflict
10) Models professional leadership
11) Be champions of the University mission, vision & values
12) Strategic oversight of their area and assigned initiative
13) Demonstrate commitment to promoting & enhancing diversity in all forms.
14) Seize initiative where required
15) Bring best ideas & perspectives to issues of importance for the good of SCU.
16) Individually and collectively prepared for substantive conversations.
17) Forge partnerships in conjunction with their supervisor
18) Civic engagement
19) Constructive support for each other & SCU
20) Innovation/Continuous Improvements/Assessments
21) Build and participate in campus community
22) Good organizational skills

**Additional Qualities for Academic Leaders:**
1) Exemplar scholars, teachers, and practitioners
2) Student advocate
3) Proficient in student assessment, academic program review, and regional and professional accreditation

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**JOB SPECIFICATIONS:**

**EDUCATION:**
- First professional degree from an accredited program (or equivalent).

**EXPERIENCE:**
- Preferred: three (3) years of successful teaching experience, or equivalent, in an accredited institute of higher education.
- As per SCU policy, the minimum academic rank for a department chair is Assistant Professor.

**TECHNICAL:**
- Excellent PC skills in a Windows OS environment; proficiency with Microsoft Office applications including Word, Excel, PowerPoint.

**ABILITIES:**
- Strong organizational skills; detail oriented and accurate, with ability to multi-task; excellent communication and customer service skills, and ability to think and act strategically.

Modified: 5-15