



OREGON COLLEGE *of* ORIENTAL MEDICINE

ocom.edu | 75 NW Couch Street, Portland, OR 97209 | 503-253-3443

## Dean of Research and Postgraduate Studies

Are you looking for an opportunity to work for an organization that is helping to change our world for the better? If so, Oregon College of Oriental Medicine (OCOM) might be the perfect place for you.

Our campus and offices are in the heart of Old Town Chinatown, in the LEED Gold certified remodel of the former Globe Hotel building. Tom McCall Waterfront Park and the Willamette River are just a block away. You'll also enjoy easy access to the MAX Light Rail, other mass transit, and cycling routes.

OCOM is a nonprofit graduate medical school in Portland, Oregon. Our mission is to transform health care by educating highly skilled and compassionate practitioners, providing exemplary patient care, and engaging in innovative research within a community of service and healing. OCOM's primary activities are providing studies for specialized graduate degrees; operating two teaching clinics, providing affordable care for patients and hands-on experience for student interns; and conducting acupuncture and Chinese medicine research. *For more information about the college, please visit [ocom.edu](http://ocom.edu).*

We are seeking a dynamic **Dean of Research and Postgraduate Studies** to join our team.

### Position Summary

The **Dean of Research and Postgraduate Studies** is responsible for providing leadership, direction, and overall management of the **Doctor of Acupuncture and Oriental Medicine (DAOM)** program, including the curriculum and the faculty and staff associated with the DAOM program in direct and supporting roles.

In addition, the Dean of Research and Postgraduate Studies supports doctoral students and their mentors in doctoral research activities, faculty in their research efforts, provides oversight for all research-related activity at the college, manages the college IRB, and is responsible for designing, supporting, and directing institutional and programmatic assessment efforts with other college leaders that support the mission of the college and its efforts to demonstrate institutional effectiveness.

### Essential Functions

#### *Academics:*

- Plan, develop, implement, oversee, and evaluate the academic curriculum of the DAOM program in conjunction with the Vice President of Academic Affairs (VPAA) and the President; the Chairs of AOM, Integrative Medicine and DAOM Clinic; the core DAOM faculty; and the Academic Steering Committee
- Develop program modifications, new courses, and course changes with the core DAOM faculty and recommend them to the Academic Steering Committee
- Prepare the *Academic Calendar* for the DAOM program each year, and oversee module planning and preparation in collaboration with core DAOM staff
- Oversee the development of DAOM program standards as to curriculum, textbooks, and evaluative tools
- Oversee the recruitment, hiring, orientation, evaluation, and retention of DAOM program core faculty and visiting instructors
- Oversee the preparation of contracts for DAOM core faculty and visiting instructors
- Oversee the DAOM program admissions standards and process in conjunction with the Associate Dean of Postgraduate Studies; the Chairs of AOM, Integrative Medicine-DAOM, and DAOM Clinic; the Director of Doctoral Services; and the Academic Steering Committee

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- Oversee the recruitment of prospective DAOM students
- Provide direction and oversight for the DAOM admissions process
- Provide or delegate transcript evaluation and academic advising for DAOM transfer students
- Oversee the development of new and/or revised academic policies and procedures and submit them to the Academic Steering Committee for approval
- Make recommendations to the President, the VPAA, and the Academic Steering Committee regarding changes in academic policies and procedures
- Approve DAOM course outlines and syllabi
- Develop and coordinate research grant applications
- Oversee maintenance and expansion of REDCap, AcuTrials®, and qiPARTNER databases in conjunction with IT department
- Support DAOM student writing and publication
- Teach the DAOM Research course – lectures and arranging guest lectures for Research Grand Rounds, making assignments and grading them, and further developing this course
- Phase into teaching the DAOM Assessment Skills course and the DAOM Teaching Skills course (the courses alternate years – Assessment Skills in 2021-2022). Other teaching duties as assigned, from 25 percent or up to 50 percent of FTE allocation

***Administrative:***

- Develop, implement, and review departmental goals, objectives, and action plans, ensuring proper growth of the department consistent with the OCOM mission
- Design and implement proper management of faculty and staff to maximize manpower while maintaining program excellence; delegate as appropriate to the Associate Dean and Clinical Director
- Prepare the DAOM program budget, and manage and monitor the DAOM program revenues and expenses throughout the fiscal year, keeping both the VPAA and the President informed of any budgetary departures
- Provide direction and oversight to the Associate Dean of Postgraduate Studies; the Chairs of AOM, Integrative Medicine-DAOM, and DAOM Clinic; and CL720/CL820 Clinical Case Studies instructors. Revise job descriptions, hire, train, and conduct evaluations for these doctoral staff and faculty positions with input as needed from the VPAA.
- Contribute to the ongoing processes of institutional self-evaluation, strategic planning, and accreditation, and prepare reports required to support institutional and programmatic accreditation activities
- Assist the President in providing effectiveness reports and support for Board of Trustees governance by identifying policy issues for board consideration and completing effective policy analysis and other assessments to inform the President and trustee decision-making
- Take primary responsibility for DAOM program specialty accreditation

**Knowledge, Skills, and Abilities**

- Advanced knowledge of the AOM profession, including requirements of regulatory bodies
- Knowledge of curriculum design and educational principles applying to medical education and to adult learners
- Knowledge in higher education administration
- Knowledge of budget and financial planning
- Advanced knowledge of general office software, especially Microsoft Office and Google Workspace applications
- Possess advanced skills in oral and written communication, organization, project management, planning, and administrative management
- Expertise in assessment, data collection, data analysis, and educational outcomes

- Demonstrated ability to synthesize and analyze quantitative and qualitative data and prepare and present reports
- Knowledge of statistics and the application of appropriate statistical methods
- Familiarity and skill with both qualitative and quantitative data analysis
- Skill with at least one statistical analysis software (e.g., SPSS, STATA, R-Studio, Qualtrics, Excel, SAS) and a qualitative software (such as Atlas TI, Epi Info, Nud\*st, NVivo)

## Education and Experience

- PhD, DAOM, MD (China), ND, or other related doctoral degree required
- Graduate degree in educational administration helpful
- Required: three years experience in higher education administration (five years experience preferred)
- Required: three years teaching and/or clinical supervision experience at the postgraduate level
- Prior experience serving as PI on grants preferred
- Peer reviewed publication history
- Quantitative and statistical skills and experience required
- Qualitative analysis skills and experience required

## To Apply

Send **cover letter and CV** (.pdf format only) to **HR@ocom.edu**. In your cover letter, please answer the question, *“How would this position at OCOM fit with your long-term professional goals?”*

## Notice of Nondiscrimination

OCOM recognizes the individual dignity of each employee, student, patient, volunteer, and job applicant. OCOM does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status, or any other basis prohibited by local, state, or federal law.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs, including areas such as admissions, financial aid, scholarships, course offerings and access, employment, and other services. Title IX protects students and employees, both male and female, from unlawful sexual harassment, including sexual violence, in college programs and activities. OCOM has designated a Title IX Coordinator to whom questions or concerns about this notice should be addressed: Amber Appleton, 75 NW Couch Street, Portland OR 97209, or **titleix@ocom.edu**.

This policy complies with the spirit and the letter of applicable federal and local laws, including Title IX of the Education Amendments of 1972 and its implementing regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.