

## Universidad Central del Caribe

### Doctor of Chiropractic Program Director (DCPD)

#### **SUMMARY DESCRIPTION:**

The DCPD is charged with leadership, support and promotion of the vision of the DCP within the University and in the community at large. In alignment with University strategy, policies and procedures, and in accordance with direction provided by the Dean of Academic Affairs, the DCP director guides, supervises and evaluates all academic activities within the program, including faculty, staff and students, scheduling staff and academic activities, evaluation processes and quality improvement functions.

#### **REPORTING RESPONSIBILITIES:**

- The DCPD is a full-time position appointed by the Dean of Academic Affairs.
- The DCPD supervises course directors of the DCP; non-faculty staff who assist faculty and support the DCP; DCP faculty (including full time, part time, adjunct, lecturers and visiting faculty).

The DCPD performs a wide range of duties including some or all of the following:

#### **A. PRIMARY DUTIES:**

##### ***1. Personnel Management***

- a. Ensures compliance with the policies of the Universidad Central del Caribe.
- b. Maintains the schedule and duties expected of support staff working in the DCP.
- c. Ensures that faculty teaching and clinical schedules are accurate and meet the program and student needs.
- d. Acquires and analyze faculty performance data and evidence.

##### ***2. Program Management***

- a. Collaborates with the Dean of Academic Affairs in developing program strategic, operational, and academic plans in alignment with programmatic and regional accreditation standards that support continuous improvement.
- b. Provides information to academic affairs personnel, to create accreditation reports, self-studies, and other documentation required by the Council on Chiropractic Education (CCE), the Middle States Commission on Higher Education (MSCHE), and the Puerto Rico Council of Education (PRCE).
- c. Participates in quality improvement efforts of the curriculum, program assessment, and program organization through administrative and faculty governance structures.
- d. Provides information to the Dean of Academic Affairs regarding longitudinal tracking documentation for programmatic improvement efforts, measuring outcomes of changes to determine levels of effectiveness.
- e. Performs, in collaboration with the Dean of Academic Affairs and the DCP Curriculum Committee, an annual review of the DCP curriculum map,

ensuring it is current and reflective of programmatic and professional changes.

- f. Supports and assists the Office of Dean of Admissions and Student Affairs regarding disciplinary matters related to students, providing timely information as soon as possible upon becoming aware of a potential or known student conduct issue.
- g. Works collaboratively with information resources personnel to create and maintain the programmatic class schedules with the primary objective of providing a schedule that is efficient for students and is cost effective.

### **3. *Planning, Budgeting and Leadership***

- a. Participates, in collaboration with the Dean of Academic Affairs, in strategic and operational planning for the DCP and the University.
- b. Provides relevant information to the Dean of Academic Affairs to ensure appropriate resource allocation for the operational and strategic priorities of the DCP.
- c. Participates in University Committees, representing the DCP, and providing meaningful input and teamwork to better the University and the DCP.
- d. Represents, by designation of the Dean of Academic Affairs, the DCP to appropriate external organizations, groups and individuals, supporting the UCC mission and the purpose of the DCP.
- e. Participates in leadership development, or other relevant training, as deemed appropriate by the Dean of Academic Affairs.
- f. Supports a culture of collegial governance.
- g. Supports and promotes a collaborative, innovative, inclusive, and supportive culture in the DCP with students, staff, faculty, and administrators.
- h. Contributes to create an educational environment that supports student success.

### **QUALIFICATIONS: (Knowledge, skills, and abilities needed to perform job)**

- Experience in supervising administrative staff.
- Highly effective verbal and written communication skills (in English and Spanish).
- Experience working effectively and collaboratively as a member of a leadership team.
- Excellent interpersonal skills.
- Ability to mentor others for the sake of their professional development.
- Strong leadership skills and the ability to effectively lead and supervise teams.
- Detail oriented with strong organizational skills and ability to prioritize and manage multiple projects effectively.
- Demonstrated ability in executing plans to achieve positive outcomes.
- Outstanding analytical and problem solving skills.
- Ability to exercise professional judgment and assume responsibility for decisions.
- Ability to adapt quickly to a changing environment and learn new systems and processes.
- Ability to deal with matters related to due process and human resources administration.

- Ability to establish and build inter-professional practice strategies.

**REQUIREMENTS: (Education, Training & Experience)**

- Doctor of Chiropractic (DC) degree from a Council on Chiropractic Education (CCE) accredited institution or equivalent degree resulting from a course of education in chiropractic from an institution recognized and approved by the CCE.
- License to practice chiropractic current in Puerto Rico, active and free of misconduct evidence.
- A minimum of 5 years clinical experience as a chiropractic physician.
- Evidence of ongoing professional development after the DC degree, including residency training, board certification in a chiropractic specialty, etc.
- Willingness to follow a graduate program in medical education, business management, or leadership.
- Desirable experience of scholarly work.
- Desirable teaching experience in chiropractic either in classroom or in clinical supervision or in an institution of higher education.
- Knowledge of CCE standards, functions and procedures.
- Awareness of, and ability to comply with, privacy and confidentiality standards, including FERPA and HIPAA.
- Preferably, experience with budget management and budget construction processes.
- Preferably, supervisory and/or management experience, including quality improvement principles.
- Intermediate-to-advanced skills using MS Office Suite ® (MSWord, MSExcel, MSPowerpoint, and MSOutlook); desirable to have experience in learning management systems (Blackboard ®).
- Evidence of experience participating in a healthcare team.
- Signed conflict of interest disclosure as required by UCC policies.

**Working Conditions**

The DCPD usually works in an office environment but the mission of the UCC may sometimes require working in non-standard workplaces.

The DCPD works a standard workweek but may be required to work some evenings and weekends to monitor program activities.