

Job/Position Description

Position Title: Chair of Health Science	Department Name: Academic Affairs
UPH Affiliate: Methodist College	Department Number: 4061000
Effective Date: 01/03/2019	Review Date(s):
Prepared By: Human Resources	Approved By:
Position Reports To: Dean of Nursing and Health Professions	

Description of Position:
 Provide a "snapshot" or the principal purpose or focus of the position, consisting of no more than three to five sentences. This summary should provide enough information to differentiate the major function and activities of the position from those of other positions.

The Chair of Health Science is an active member in strategic planning and decision-making processes in the Academic Affairs divisions. S/he is responsible for assisting the Dean of Nursing and Health Professions in planning, directing, evaluating and developing undergraduate and graduate academic programs as well as developing, mentoring, and evaluating the faculty who teach in them. The Chair of Health Science collaborates with other divisions at Methodist College in response to evolving issues, and provides leadership in developing and achieving strategic initiatives.

Essential Functions/Responsibilities:	% of Time (annually)
Essential functions are the duties and responsibilities that are essential to the position (not a task list). Do not include if less than 5% of work time is spent on this duty. Be specific without giving explicit instructions on how to perform the task. Do not include duties that are to be performed in the future. Duties should be action oriented and avoid vague or general statements.	
Teaching Assignment <ul style="list-style-type: none"> • The Department Chair role is a faculty role. The position is responsible for a 50% teaching load, including six (6) semester credit hours each semester (fall, spring, or associated Winterim or other special semesters). With approval, and in cases where enrollment is assured, the Department Chair may seek approval to teach up to three (3) credits in the summer or other special semester, thus lightening the load during one or more of the regular semesters. 	30%
Administration <ul style="list-style-type: none"> • Selects, interviews, hires, orients, develops, mentors, and evaluates faculty and staff in the division, aligning teaching assignments with faculty qualifications as required by the Higher Learning Commission. • Mentors faculty to use enterprise academic systems effectively (e.g. CAMS, D2L, Examsoft) • Guides faculty and students to use support services effectively, including Academic Support Services, Office of Access, Support, and Inclusion Services, Information Technology, and other services as needed • Develops the operational, personnel, and capital budgets for the Health Science division in collaboration with faculty; assures alignment of resources with strategic plan; monitors expenditures to maintain operations within planned budget. • Prepares schedule of courses to be offered in the fall, spring, summer, and special semesters to meet the demand for general education courses, travel courses, and service learning courses • Develops goals for student recruitment, a comprehensive plan for recruitment of health science students in collaboration with the marketing and recruitment team, implements the recruitment plan, and measures effectiveness of the plan in growing the student enrollment. 	25%

<ul style="list-style-type: none"> Assures engagement of faculty with student recruitment and orientation programming in collaboration with faculty and staff; assures attendance at events in accordance with faculty and staff responsibilities. Engages with the health care community to plan, develop, implement and evaluate contributions of the department to local and regional needs. 	
<p>Faculty Leadership</p> <ul style="list-style-type: none"> Provides leadership, mentorship, and performance review for full-time and adjunct faculty Collaborates with the academic leaders to align general education and core curriculum with program-specific curricula Engages faculty in the development of new curricula or in revision of existing curricula to meet the mission and vision of the college (e.g. college of choice for healthcare education in the region) Leads strategic planning initiatives for the Health Science Department, assuring progress toward the existing strategic plan Collaborates with the leadership of the faculty organization to enact shared governance that provides a partnership between faculty and administration Engage with the Core Curriculum and Undergraduate Student Learning Outcomes committee of the Faculty Senate to align offerings with the core curriculum 	15%
<p>Teamwork and alignment with mission, vision, and values</p> <ul style="list-style-type: none"> Is an engaged and active member of the Academic Affairs Leadership Team and the Senior Leadership Team, serving as a conduit for communication and information. Fosters collaborative teamwork among constituents of Methodist College to support the mission, vision, and strategic plan. Guide development of new programs/courses to support the strategic plan 	10%
<p>Accreditation/Regulation/Policy</p> <ul style="list-style-type: none"> Assures current knowledge of, and compliance with, Higher Learning Commission, Department of Education, Illinois Department of Higher Education, and program specific accreditation and regulatory requirements. Seeks and maintains Association of University Programs in Healthcare Administration (AUPHA) certification, aligning curricula and faculty assignments with guidelines and requirements. Guides faculty to assure student management in accordance with Americans with Disabilities Act (ADA) regulations, within Family Educational Rights and Privacy Act (FERPA) Guidelines, and in accordance with the Health Insurance Portability and Accountability Act (HIPAA). Develops and revises Methodist College policies; assures that faculty and staff are aware of policies and that they are enacted/upheld. Incorporates changes to curricula, courses, and/or policies in the MC Undergraduate Catalog/Student Handbook Actively seeks external grant funding to support initiatives of the department 	10%
<p>Basic UPH Methodist College Performance Criteria</p> <ul style="list-style-type: none"> Demonstrates the UnityPoint Health Values and Standards of Behaviors as well as adheres to policies and procedures and safety guidelines. Demonstrates the Methodist College Values and Standards of Behaviors as well as adheres to policies and procedures. Demonstrates ability to meet business needs of department with regular, reliable attendance. Employee maintains current licenses and/or certifications required for the position. Practices and reflects knowledge of HIPAA, TJC, DNV, OSHA and other federal/state regulatory agencies guiding healthcare. Practices and reflects knowledge of FERPA with respect to protecting the privacy of student education records. Completes all annual education and competency requirements within the calendar year. Is knowledgeable of college compliance requirements. Brings any questions or concerns regarding compliance to the immediate attention of leaders. Takes appropriate action on concerns related to compliance. 	10%

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Demonstration of UPH Values and Standards of Behaviors

Consistently demonstrates UnityPoint Health's values in the performance of job duties and responsibilities

Foster Unity:	<ul style="list-style-type: none"> Leverage the skills and abilities of each person to enable great teams. Collaborate across departments, facilities, business units and regions. Seek to understand and are open to diverse thoughts and perspectives.
Own The Moment:	<ul style="list-style-type: none"> Connect with each person treating them with courtesy, compassion, empathy and respect Enthusiastically engage in our work. Accountable for our individual actions and our team performance. Responsible for solving problems regardless of the origin.
Champion Excellence:	<ul style="list-style-type: none"> Commit to the best outcomes and highest quality. Have a relentless focus on exceeding expectations. Believe in sharing our results, learning from our mistakes and celebrating our successes.
Seize Opportunities:	<ul style="list-style-type: none"> Embrace and promote innovation and transformation. Create partnerships that improve care delivery in our communities. Have the courage to challenge the status quo.

Demonstration of Methodist College Values and Standards of Behaviors

Consistently demonstrates Methodist College's values in the performance of job duties and responsibilities

Human Dignity:	<ul style="list-style-type: none"> Unconditional respect for the inherent worth, uniqueness, and autonomy of individuals.
Integrity:	<ul style="list-style-type: none"> Displaying strong moral character and acting in accordance with accepted standards of behavior and an appropriate code of ethics.
Inquiry:	<ul style="list-style-type: none"> An active process of exploration and investigation that leads to understanding and construction of knowledge throughout one's life.
Social Justice:	<ul style="list-style-type: none"> Acting in accordance with fair treatment regardless of gender, economic status, race, religion, ethnicity, age, citizenship, disability, or sexual orientation.

QUALIFICATIONS:

	Minimum Requirements Identify items that are minimally required to perform the essential functions of this position.	Preferred or Specialized Not required to perform the essential functions of the position.
Education:	<ul style="list-style-type: none"> Master of Business Administration, Master of Public Administration or Master of Healthcare Administration Required Earned Doctorate related to Healthcare Administration, or a closely related field 	
Experience:	<ul style="list-style-type: none"> Two years' experience as a department head, program director or administrator Teaching experience at the higher education level 	<ul style="list-style-type: none"> Four years' experience teaching fulltime at a higher education level
License(s)/Certification(s):		
Knowledge/Skills/Abilities:	<ul style="list-style-type: none"> Extensive written and verbal communication across divisions and across staff hierarchy Knowledge of accreditation standards and regulatory requirements 	<ul style="list-style-type: none"> Prior experience with accreditation of programs Best practices in academic leadership and strategic planning and plan implementation

	<ul style="list-style-type: none"> • Knowledge of shared governance systems • Knowledge of healthcare administration and health science content to support teaching assignment • Assessment of student learning outcomes and core curriculum requirements • Experience in human resources management at the departmental level • Extensive written and verbal communication 	<ul style="list-style-type: none"> • Knowledge of Higher Learning Commission and Association of University Programs in Health Administration requirements for faculty, curricula, assessment of student learning, shared governance, and resource management • Experience with aligning course offerings with enrollment needs, space availability, student preferences, faculty qualifications, and capacity for content delivery • Experience developing and managing budgets within the confines of a fiscal accounting system • Knowledge of enterprise systems (Learning Management Systems, Student Management Systems, etc.) in the academic environment
Other:	Use of usual and customary equipment used to perform essential functions of the position.	

SCOPE: Position has supervisory responsibilities? Yes or No If yes, complete below.

Number of Employees Supervised (Complete if position has supervisory responsibilities of individuals)			
	Direct	Indirect	Total
Exempt	1		
Non-Exempt	4+		
Total	5+		

Budget Control (Complete if position has budget responsibilities)	
Annual Operating Budget (including payroll)	
Annual Revenue/Sales	
Other Scope Measurements	
Pertinent to the position, such as number of beds, number of units/departments, number of employees leading, cases per month, etc.	
Item	Number

Mental/Cognitive Demands:
(List any special mental and cognitive abilities required by the position in your specific environment)
<ul style="list-style-type: none"> • Ability to assign courses • Ability to thoroughly complete faculty evaluations • Ability to facilitate conflict resolution between faculty and staff

WORKING CONDITIONS:

Physical Requirements	
(Check all that apply if essential to perform job – with or without accommodations)	
<input checked="" type="checkbox"/>	Talk/Hear (communicate, detect, converse with, discern, convey, express oneself, exchange information)
<input checked="" type="checkbox"/>	See (defect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess)
<input checked="" type="checkbox"/>	Stand or Sit (stationary position)
<input type="checkbox"/>	Walk (move, traverse)

<input checked="" type="checkbox"/> Use hands/fingers to handle or feel (operate, activate, use, prepare, inspect, place, detect, position)
<input type="checkbox"/> Climb (stairs/ladders) or Balance (ascent/descent, work stop, traverse)
<input type="checkbox"/> Bend/Stoop/Kneel
<input type="checkbox"/> Squat/Crouch/Crawl
<input type="checkbox"/> Reaching/Twisting
<input type="checkbox"/> Taste/Smell (detect, distinguish, determine)
<input type="checkbox"/> Pushing/Pulling

Lifting Requirements (Check appropriate category to perform job – with or without accommodations)	
<input checked="" type="checkbox"/> Level 1; Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.	
<input type="checkbox"/> Level 2; Light Work: Exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, pushing or pulling arm or leg controls or maintaining a production rate pace. Light work requires physical exertion of forces greater than that of sedentary work.	
<input type="checkbox"/> Level 3; Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	
<input type="checkbox"/> Level 4; Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	
<input type="checkbox"/> Level 5; Very Heavy Work: Exerting in excess of 100 pounds of forces occasionally, and/or in excess of 50 pounds of force constantly to move objects.	

Hazards and Atmospheric Conditions (check all that apply)	
<input checked="" type="checkbox"/> Normal Office Surroundings	<input type="checkbox"/> Vibration
<input type="checkbox"/> Exposure to Fumes	<input type="checkbox"/> Mechanical Hazards
<input type="checkbox"/> Exposure to Dust	<input type="checkbox"/> Chemical Hazards
<input type="checkbox"/> Exposure to Extreme Temperatures	<input type="checkbox"/> Electrical Hazards
<input type="checkbox"/> Wet and/or Humid	<input type="checkbox"/> Radiant Energy Hazards
<input type="checkbox"/> Noise	<input type="checkbox"/> Explosives Hazards
<input type="checkbox"/> Mists or Gases	<input type="checkbox"/> Burn Hazards
Other/Comments: Precautions must be followed when working in any health care environment.	

To Be Completed by Compensation Analyst	
FLSA Designation: i.e. Exempt Professional	Lawson Job Level: (refer to Lawson)
Lawson Job Category: (refer to Lawson)	Lawson Job Sub-Category: (refer to Lawson)
Lawson Job Code: (refer to Lawson)	Lawson Job Title: (refer to Lawson)
Short Term Incentive Eligibility: n/a or eligibility level	Union Affiliation: n/a or SEIU