

Tai Sophia Institute

Job Listings

Post Date: 1/25/12

End Date: 2/01/12

Clinical Practices Division Chair Master of Acupuncture Program

Start Date: March 1, 2012

Founded in 1974, Tai Sophia Institute is a leading academic institution for natural sciences, wellness-based education and client care. Accredited by the Middle States Commission on Higher Education, the Institute offers master's degree programs in Acupuncture, Nutrition and Integrative Health, Therapeutic Herbalism, and Transformative Leadership and Social Change; graduate certificates in Chinese Herbs, Health and Wellness Coaching, Herbal Studies, Medical Herbalism, and Transformative Leadership; as well as community workshops and continuing professional education programs. Moving toward university status, Tai Sophia Institute is developing several additional academic programs.

Tai Sophia Institute is seeking a Division Chair for the Clinical Practices Division of its Master of Acupuncture Program (M.Ac.). The Division Chair is responsible for the successful operation of the M.Ac. student clinic, including the hiring, training, and evaluating of clinic supervisors (in concert with the Associate Vice President for Student Teaching Clinic) as well as the successful meeting of learning outcomes by students. The Division Chair sits on the M.Ac Leadership Committee (MLC), which is collectively responsible for the development, delivery, evaluation, and review of the Master of Acupuncture program.

This position reports to the Director of the Acupuncture and Oriental Medicine Programs and coordinates closely with the Associate Vice President for Student Teaching Clinic. In addition, the Division Chair also coordinates with the Associate Director of Acupuncture and Oriental Medicine, student advisors, the Student Clinic Coordinator, clinic faculty, the Environmental Health and Safety Coordinator, and the Human Enrichment department.

Responsibilities for this role include, but are not limited to:

- Overseeing the quality and academic rigor of clinical supervision in the M.Ac. program
- Leading the hiring and interview processes for M.Ac. Student Teaching Clinic Supervisors (in concert with the Associate Vice President for Student Teaching Clinic) and faculty for Clinical Practices courses
- Overseeing and staffing M.Ac Clinical Practices courses, utilizing Tai Sophia's Faculty Contracts Database
- Training or overseeing training of supervisors



**Tai Sophia
Institute**

7750 Montpelier Road
Laurel, MD 20723
Phone: 410-888-9048
Fax: 410-888-9004
www.tai.edu

Applicants are considered on the basis of individual merit without regard to race, color, national or ethnic origin, gender, gender identity, sexual orientation, marital status, pregnancy, age, religion, disability, genetic information, or any other characteristic protected by law. The Institute is committed to being, communicating, and educating in ways that recognize and honor the full range of human diversity. EOE

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Job Listings

Clinical Practices Division Chair continued

- Evaluating supervisors and providing feedback (in concert with the Associate Vice President for Student Teaching Clinic)
- Evaluating faculty in the Clinical Practices division and providing feedback
- Coordinating with the Director of Community Partnerships to ensure academic quality and continuity at Partnership sites
- Scheduling and organizing about four general supervisors' meetings annually (one each trimester); identifying and coordinating topics for faculty development for general supervisors meetings in conjunction with the Associate Vice President for Student Teaching Clinic
- Scheduling and organizing three Lead Teaching Clinic Supervisors' meetings annually
- Leading lesson plan development efforts with Lead Teaching Clinic Supervisors and serving as the primary liaison between Lead Teaching Clinic Supervisors and the Master of Acupuncture Curriculum Committee
- Coordinating the selection of curricular topics for ACP 790 series each trimester
- Consulting with clinic supervisors as needed
- Assessing and updating policies which pertain to the M.Ac. clinical program, in concert with the Associate Vice President for Student Teaching Clinic, Provost/Vice President for Academic Affairs and M.Ac. Program Director
- Communicating with Teaching Clinic Supervisors and students regarding policy changes and topics as they relate to the Student Teaching Clinic
- Regularly reviewing and updating the Master of Acupuncture Clinic Handbook
- Serving on M.Ac. Leadership Committee (MLC)
- Other duties as assigned

Qualifications

- Dedication to the mission and principles of the Tai Sophia Institute.
- M.Ac. degree
- Minimum of 5 years clinical and/or teaching experience.
- Ability to multitask and oversee multiple projects at one time.
- Effective written and oral communication skills.
- Basic skill and proficiency with Microsoft Office and email systems.
- Management experience preferred.

Interested individuals should forward a letter of interest and a CV or resume with a list of three references to our Office of Human Enrichment at jobs@tai.edu, referencing "Clinical Practices Division Chair" in the Subject line of the email.



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