

Director of Occupational Therapy
Marian University

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Posted Mar. 1, 2024, set to expire Dec. 14, 2024

Job Title	Director of Occupational Therapy
Department	Strategic Development Administration
Institution	Marian University Indianapolis, Indiana
Date Posted	Mar. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professor Director/Manager Director/Manager Associate Professor Associate Professor Professor Prof of Practice/Clinical Prof Prof of Practice/Clinical Prof
Academic Field(s)	Occupational Therapy Occupational Therapy
Job Website	https://marian.peopleadmin.com/postings/3707
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Job Description	

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As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University seeks a program Director of Occupational Therapy to promote our Catholic Franciscan mission and identity by being responsible for the inaugural start of OTD and application for ACOTE accreditation.

The successful candidate will be a driven, visionary leader overseeing program development, organization, administration, planning, and hiring the faculty who teach within the program. This will be a key leader for the institution to grow new programs in health professions that will increase enrollment, increase revenue, and reinforce brand identity in the health professions.

The candidate will be a full time, core faculty member holding the rank of clinical associate, associate professor, or full professor. This is a full time, core faculty appointment with administrative release time to carry out the duties and responsibilities of the program director. The OTD program is offered year-round at the University.

Essential Duties and Responsibilities:

Mission

Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values, honoring the legacy of the founding congregation, promoting unity in diversity, and integrating the Catholic Franciscan Intellectual traditions in courses, programs, and services.

Vision

- Implementing the OTD program that will position Marian University as a leader in meeting/exceeding Marian University's strategic plan and enrollment goals and impact our community and the greater good.
- Supporting excellence in occupational therapy education which opens access to new segments of learners, meeting learners where they are, and creating the support structures and programs that best serve students.

Leadership

- Ability to develop a culture of supporting excellence.
- Responsibility for communication, program assessment and planning, fiscal management, and faculty hiring and evaluations. Provides on-going professional development and growth for each member of the occupational therapy team, Ability to recruit, train, and retain talent.

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- Lead a team to implement data-driven decision-making and build statistical models to determine class size, quality, diversity, and other essential metrics. Continually assess enrollment and revenue projections and provide senior administration and faculty forecasts as required.
- Manage Occupational therapy program budgets and ensure all expenditures are made in a fiscally responsible manner.
- Create an organizational structure that supports swift action on the program additions/changes, in collaboration and guidance with all health professions team and Provost Office. Oversee staff in Academics and Operations.
- Development of a strategic plan and proforma, and establishment of goals/metrics to be monitored.
- Demonstrated collaborative team player who understands academic policies and procedures and can lead to academic change.
- Fulfills other duties as assigned by the Senior Vice President for Health Professions.

Program Operations and Curriculum

- Development of a strategic plan and proforma, and establishment of goals/metrics to be monitored.
- Lead the review and revisions of the curricular requirements to ensure curriculum compliance with accreditation standards.
- Create course schedules and assign faculty course load (or provide input in that matter)
- Ensure development and regular review and revision of program-level policies and program level documents such as handbooks, guidelines, etc.; ensure their compliance with university level policies and accreditation requirements.
- Monitor department webpages, the academic catalog, and other externally facing publications for the currency of the information and compliance with accreditation standards.
- Oversee the facilities and manage assigned staff (if applicable), maintain essential programmatic, student, and alumni records.

Assessment and Accreditation

- Lead the assessment processes, including course-level and program-level assessments and other assessment activities as required by an accreditor
- Collect, analyze, and synthesize and prepare and submit regulatory and specialized accreditation reporting.
- Ensure collection of course syllabi and other materials for assessment and accreditation

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purposes.

Faculty and Students

- Proactively recruit faculty for full time {FT} and adjunct positions with the focus on diversity, equity, and Inclusion of underrepresented populations
- Ensure that faculty member's qualifications are following accreditations standards.
- Conduct faculty performance evaluations in accordance with accreditation standards {if applicable)
- Promote faculty development, work with the faculty to ensure their understanding of the accreditation standards and the requirements for meeting them.
- Support enrollment management initiatives and ensure compliance with the program's admissions standards.
- Oversee student academic progress within the degree program; work to ensure students' progress and timely graduation; authorize course substitution and waivers as needed.

Other

- Stays current with program accreditation requirements and other developments in the field.
- Other duties might be required by an external accreditor or as assigned.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact