JOB DESCRIPTION AND EXPECTATIONS

JOB TITLE: Full-Time Faculty
COLLEGE: CAOM
STATUS: Exempt
REPORTS TO: CAOM Department Chair

JOB SUMMARY: This is a full-time faculty position, appointed to the College of Acupuncture and Oriental Medicine (CAOM), serving both the upcoming Doctor of Acupuncture and Oriental Medicine (DAOM) program and the Master of Acupuncture and Oriental Medicine (MAOM) program. This position is subject to an annual Faculty Performance Appraisal (FPA) where the majority of the appraisal will be based on student learning, service (including intra and extra-institutional service, through participation in college and/or university committees, graduations, and other assignments) and scholarship. The faculty member is responsible to apply their expertise to develop and deliver courses that improve the learning outcomes of our students. In addition, the full-time faculty member will actively participate in departmental and general faculty meetings, student remediation, open labs, and perform additional duties as assigned by the Department Chair or Dean.

JOB RESPONSIBILITIES (QUANTIFIED)

The successful candidate for this position is expected to perform the following duties:

I. SCU Faculty requirements:
   • Lead class lecture and/or lab in assigned classes
   • Guide group discussion
   • Evaluate student’s performance
   • Counsel students
   • Prepare and submit detailed course and other reports and grades in a timely manner
   • Take attendance and report absences to the Deans and Registrar in a timely manner
   • Engage in faculty development and in-service opportunities that are provided
• Participate in the FPA process
• Serve on University committees assigned
• Attend assigned faculty and departmental meetings
• Participate in other public, professional, and student activities sponsored by the University
• Other duties as assigned

II. AOM Faculty responsibilities:
• Teach Basic Sciences, Diagnosis, and/or AOM Principles courses as assigned by Dean of Acupuncture & Oriental Medicine
• Clinical duties as assigned by AOM Clinical Director
• Participate in the Acupuncture Competency Examination (ACE) process
• Prepare and submit syllabi, exams, grades, scientific papers and other reports and materials
• Other duties as assigned

JOB RESPONSIBILITIES

• Attendance at and participation in department and campus meetings
• Remain current in discipline and update course content when appropriate to reflect the current levels of knowledge in the discipline
• Participate in academic committees in a courteous and professional manner
• Participate in the FPA process
• Promote the University vision, goals, and objectives to internal and external constituencies
• Maintain licenses and certificates necessary for employment eligibility

Expectations of SCU Faculty
The SCU President’s Cabinet has identified a set of values and attributes that are bare minimums for employment, those that are core to who we are as a university, and values we aspire to. Further identified are qualities and attributes desirable for employees in general, and faculty members specifically. This is in harmony with principles found in The Advantage, by Patrick Lencioni.

SCU Core Values:
1. **Transparency:** Transparency implies openness, clear communication, respect, and accountability. Transparency is operating in such a way that it is easy for others to see what actions are performed. At SCU we believe that transparency leads to trust, improved problem solving, stronger unified teams, and enhanced productivity.

2. **Grit:** Grit is passion and perseverance toward long-term goals. A positive, non-cognitive trait based on an individual’s passion for a particular long-term goal coupled with a powerful motivation to achieve their respective objective. This perseverance of effort promotes the overcoming of obstacles or challenges that lie within a gritty individual’s path to accomplishment. At SCU, grit is “Sprinting the Marathon” we have engaged in to be successful and reach long-
term sustainability in the ever-changing healthcare and higher education environment.  
(http://www.ted.com/talks/angela_lee_duckworth_the_key_to_success_grit.html)

3. **Sense of Humor:** Having a sense of humor is about having a sense of perspective and using the ability to find the humor in situations to manage stress and creatively problem solve. At SCU, adding relevant and safe humor is about celebrating work, not trivializing it. By occasionally taking ourselves lightly, while still taking our jobs seriously, mixing humor in an appropriate manner will lead to improved workplace productivity and morale.

### SCU Permission-to-Play Values:
1. Respect
2. Integrity
3. Emotional intelligence
4. Team player
5. Accountability
6. Collegiality
7. Authenticity

### SCU Aspirational Values:
1. Evidence based
2. Passion
3. Extra mile
4. Integrative
5. Adaptability

### SCU Common Profile Qualities:
1. Customer service focused
2. Willing to invest in student/client success by fostering positive relations, guidance, and assistance
3. A belief that no task that improves the University is beneath us/servant leadership
4. Be an ambassador of the brand
5. Be a part of recruitment
6. Resource innovator

### Faculty-Specific Qualities:
1. Evidence-Based practitioner or Teacher
2. Information literacy
3. Passionate within their discipline and about SCU
4. Enrollment/Recruitment champions
5. Champions of inter-professionalism
6. Academic program champions
7. Innovation/Continuous Improvements/Assessments
8. Civic engagement
9. Forge internal and external partnerships
10. Build and participate in campus community
11. Exemplars with the profession
12. Mentors for students, staff and co-faculty
13. Entrepreneurship and innovation

### SCU employees are responsible for the following essential job functions:

- Getting along with co-workers
- Cooperating with co-workers
• Responding politely to customers/students/candidates
• Working as a team member
• Being able to think quickly and act appropriately in emergency situations
• Functioning under intense time pressure
• Working extra hours as required
• Continuing to perform well under pressure

SUPERVISION AND REPORTING STRUCTURE

Directly reports to the appropriate Chair in the CAOM.

JOB SPECIFICATIONS

Qualifications:

EDUCATION: A Doctorate is necessary for this position. If not in AOM, a Master of Acupuncture & Oriental Medicine degree from an ACAOM accredited AOM college or its equivalence is also necessary. Current license to practice AOM in the state of California is required. An appropriate additional degree to teach biomedical topics is preferred (ND, OT, PA, FNP, PhD, MD, DPT, DC, etc...)

EXPERIENCE: A minimum of 2 years practice experience is preferred. Previous experience teaching and creating manuals and remote educational materials is preferred.

TECHNICAL: Computer literate, working in a Microsoft Windows environment (Microsoft Word, Excel, PowerPoint, FrontPage).

ABILITIES: Excellent organizational skills; ability to work independently and follow through on multiple assignments in a timely manner; work effectively as a team member; work with diverse constituencies; coordinate and prioritize a variety of diverse tasks; excellent oral, written, and interpersonal communication skills; maintain a high level of confidentiality regarding, faculty, staff, and student issues; work effectively with conflicting priorities and tight deadlines.

LANGUAGE SKILLS: Ability to read, analyze and interpret complex information and documents. Ability to respond effectively to sensitive inquiries, concerns or needs. Ability to write and communicate effectively.

MATHEMATICAL SKILLS: Background and ability to work with basic statistical concepts required to analyze student assessment data.
REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of directions and information furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is required to use hands to finger, handle, or feel and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

PHYSICAL QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: 12/2013