Job Title: Full-Time Faculty (300 level contract)
Department: Department of Basic Sciences
Southern California University of Health Sciences (SCU)
Status: This is an exempt position
Time Requirement: 40 hours per week (minimum)
32 teaching contact hours including course administration and office
hours.
At least 8 hours of service and scholarship also required in addition to
teaching responsibilities.

JOB SUMMARY:

This is a full-time faculty position in the SCU Department of Basic Sciences supporting the degree
programs at SCU, including the Doctor of Chiropractic (DC) and Master of Acupuncture and Oriental
Medicine (MAOM). It begins as a one year probationary position (300 level contract) with the
potential to become a regular full-time position (100/200 level contract) within three years, based
upon faculty performance appraisal and administrative approval. The position is responsible for
teaching in the classroom and/or clinical setting. 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, working in collaboration with the College Deans. Scholarly productivity and intra
and extra-institutional service, through participation in college and/or university committees,
graduations, and other assignments, are key components of this job.

JOB RESPONSIBILITIES

- Teach assigned classes in accordance with current course outlines and objectives
- Review and update course outlines, text selection, and syllabi in cooperation with the
department faculty and department chair
- Use appropriate teaching strategies and methods such as active learning, blended learning,
lecture, laboratory, and self-paced instruction
- Become familiar with and utilize the university portal and learning management system
• Modify teaching methods based on assessment results and best practices in teaching and learning
• Document modifications in course content or instructional methods based on student and course assessment results/feedback
• Perform regular evaluations of student performances.
• Submit students’ grades and course reports in a timely manner
• 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 the Faculty Performance Appraisal (FPA) process
• Work in an academic team and committee environment with courteous and professional manner
• Promote the University Vision, Mission, Values, goals, and objectives to internal and external constituencies
• Maintain licenses and certificates necessary for employment eligibility
• Actively participate in scholarly endeavors
• Actively participate in university/college committees and other service opportunities
• Other duties as assigned

OTHER ESSENTIAL JOB FUNCTIONS

In addition to the job responsibilities described above, all employees of Southern California University of Health Sciences 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 Chair of the Department regarding the majority of the instructor’s teaching assignments.

EVALUATION OF FULL TIME FACULTY

Full-time faculty are evaluated by the Department Chair using the SCU Faculty Performance Appraisal process.

JOB SPECIFICATIONS
EDUCATION: Required: A PhD in Biochemistry, or a qualified first professional
doctorate degree and a current license to practice in the state of
California (ex: MD, DC, ND, etc.) with Master’s Degree in Biochemistry

EXPERIENCE: Preferred: A minimum of 3 years teaching experience in the same topic
at the university/college level

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

ABILITIES: Excellent teaching skills; 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;
expert 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 date: July 2013