JOB DESCRIPTION AND EXPECTATIONS

JOB TITLE: Full time faculty, Department of Principles and Practice
COLLEGE: Los Angeles College of Chiropractic (LACC)
STATUS: This person is an exempt employee, and a full-time university faculty member
SUPERVISORY STRUCTURE: Reports to the Chair of the Principles and Practice Department
JOB SUMMARY: This is a full time faculty position in the SCU Doctor of Chiropractic program. The position is responsible for teaching in the classroom, laboratory, and/or clinical setting. The faculty member is also responsible for applying her/his expertise to develop and deliver courses that improve the learning outcomes of our students and to actively participate in departmental and general faculty meetings, student remediation, open labs, and additional duties as assigned by the department chair or dean. It is also expected that the faculty member contribute to the department and the university in the areas of service and scholarship.

JOB RESPONSIBILITIES

The faculty member shall:

• Support the Mission, Vision, and Values of SCU, LACC and the Department of Principles and Practice.
• Teach assigned classes in accordance with current course Student Learning Outcomes and Objectives.
• Support the department and its members.
• Use appropriate teaching strategies and methods such as, but not limited to, active learning, laboratory activities, and self-directed instruction.
• 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 and feedback.
• Perform regular evaluations and assessment of student performance.
• Submit student grades and course reports as required.
• Attend and actively participate in department and campus meetings.
• Remain current in their discipline and update course content as needed to reflect current levels of knowledge.
• Participate in the Faculty Performance Appraisal (FPA) process.
• Work in a team and committee environment in a courteous and professional manner.
• Promote the University mission, vision, goals, and objectives to both internal and external constituencies.
• Maintain all licenses and certificates necessary for employment eligibility.
• Other duties and responsibilities 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

**SCU Core Values:**
1) Transparency
2) Grit
3) Sense of humor

**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

**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

**Profile-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 within the profession
12) Mentors for students, staff and co-faculty
13) Entrepreneurship and innovation

**JOB SPECIFICATIONS:**

**EDUCATION:**
- A Doctor of Chiropractic (DC) degree and current license to practice in the State of California is required.

**EXPERIENCE:**
- Three years or more of teaching experience, or equivalent, in an accredited university/college is preferred. Must be well-versed in HVLA manipulation and mobilization procedures of the spine and extremities, soft tissue treatment procedures, and rehab/active care strategies for patient management.

**TECHNICAL:**
- PC skills working in a Microsoft Windows OS environment with proficiency in Microsoft Office applications, including Microsoft Word, Excel, and PowerPoint.

**ABILITIES:**
- Excellent teaching skills; strong organizational skills; ability to work independently; detail oriented and accurate; ability to multi-task and complete assignments in a timely manner; work effectively as a team member; work with diverse constituencies; excellent oral, written and interpersonal communication skills; coordinate and prioritize a variety of diverse tasks; maintain a high level of confidentiality regarding faculty, staff, and student issues; work effectively with conflicting priorities and tight deadlines; ability to respond effectively to sensitive inquiries, concerns or needs; read, analyze and interpret complex information and documents; work with basic statistical concepts required to analyze student assessment data; ability to solve practical problems.

**PHYSICAL REQUIREMENTS:**
While performing the duties of this job the employee is frequently required to stand, sit, kneel, squat, talk, hear, and use their legs, arms, hands and fingers freely to touch and feel. Specific vision abilities include close vision and the ability to adjust focus. The individual must be in generally good health and physical condition to perform the required duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Revised: 06-18-15