JOB DESCRIPTION AND EXPECTATIONS

**JOB TITLE:** Lead Faculty, B.S. Biological Sciences Dept.
**COLLEGE:** College of Science and Integrative Health
**STATUS:** Exempt
**REPORTS TO:** Dean, College of Science and Integrative Health

**JOB SUMMARY:** The Lead is a full-time faculty member who reports to the Dean of the college and oversees administrative areas of the department, including faculty support, curriculum, assessment, and program evaluation.

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**JOB RESPONSIBILITIES**

Reporting to the Dean, the lead faculty shall,

- Support the Mission, Vision, and Values of SCU.
- Support the Deans.
- Oversight of the day to day operations of the faculty and curriculum under his/her charge.
- Assist the Dean in strategic oversight and operational plans of the academic and curricular program.
- Complete delegated tasks and responsibilities in a timely manner.
- Promote an environment of creativity and innovation, aligning academic priorities and initiatives of the department with those of the college and university.
- Participate in appropriate university activities; serving on teams and committees, including the Dean’s Council, as directed by the Dean.
- Create and take advantage of opportunities that foster professional growth of faculty in the Bachelor of Science in Biological Sciences program.
- Provide support, management, and appropriate evaluation for faculty.
- Provide regular reporting to the appropriate governing structure regarding ongoing performance and upcoming issues and concerns.
- Helps to monitor teaching effectiveness and student learning for faculty.
- Proposal and implementation of department curricular improvement and development initiatives through appropriate governance structures.
- Active participation in quality assurance processes.
- Assist with the accreditation process as warranted.
- Works with faculty and staff to resolve issues that cannot be effectively solved at more local levels.
- Support the administrative processes related to staff/faculty hires, contracts, and related communications.
• Address student concerns, complaints, and related issues in a healthy, student focused but policy guided approach.
• Participates with CSIH in unison with the University related to strategic planning and assessment of opportunities and threats to the University’s growth.
• In addition to administrative duties, serve as a member of the faculty and as such is expected to engage in teaching, service, and scholarship.
• Develop budget for a fully self-supported department.
• Other duties and responsibilities as assigned.

Supervisory Responsibilities
• Carry out employee supervisory responsibilities in accordance with SCU’s policies and applicable laws. Generally, these responsibilities include participation in the interviewing, hiring, and training of employees. Further, this involves planning, assigning, and directing work; appraising performance; participating in the rewarding and disciplining employees; addressing complaints and resolving problems. Specifically:
  o Supervise, evaluate and direct the faculty of the Division of Health Professions, delegating responsibility as appropriate and necessary.
  o Provide overall direction, coordination, and evaluation of faculty – including the Faculty Performance Appraisal process
  o Conduct regular department and one-on-one meetings with department faculty.
  o Oversee and be responsible for the Work Study program and students serving in the department, as well as TA’s and teaching preceptors assigned to the department.

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

Expectations of SCU Faculty Administrators
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](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

**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 By Category:**

1.) **They are a model of professional leadership**
   a. They practice excellent communication skills  
   b. They practice self-reflection and personal growth  
   c. They are able to maintain confidentiality  
   d. They be able to engage in constructive conflict  
   e. They seize initiative where required  
   f. They individually and collectively prepare for substantive conversations
g. They offer constructive support for each other & SCU
h. They possess good organizational skills

2.) They operate with a strategic community and external perspective
   a. They support and engage in philanthropic endeavors
   b. They connect, engage, and give
   c. They forge partnerships in conjunction with their supervisor
   d. They participate in civic engagement

3.) They actively facilitate the university’s vision and strategies
   a. They bring their best ideas and perspectives to issues of importance for the good of SCU
   b. They demonstrate commitment to promoting & enhancing diversity in all forms
   c. They are able to utilize transformational leadership
   d. They operate with strategic oversight of their area and assigned initiative
   e. They offer innovative and continuous ideas for university improvements/assessments

4.) They are a champion of the university
   a. They have an understanding of SCU history
   b. They are committed to the Mission, Vision, and Values of SCU
   c. They participate in and help coordinate our campus events

Additional Qualities for Academic Leaders:
1) Exemplary scholars, teachers, and practitioners
2) Student advocate
3) Proficient in student assessment, academic program review, and regional and professional accreditation

JOB SPECIFICATIONS:

EDUCATION:
• Ph.D in a discipline within Basic Sciences

EXPERIENCE:
• Experience in teaching undergraduate accelerated science courses.
• Experience in middle administration at an accredited degree program is preferred.
• At least five (5) years of successful teaching experience, or equivalent, in an accredited institute of higher education.

TECHNICAL:
• Excellent PC skills in a Windows OS environment; proficiency with Microsoft Office applications including Word, Excel, PowerPoint.

ABILITIES:
• Strong organizational skills; detail oriented and accurate with ability to multi-task; excellent communication and customer service skills, and ability to think and act strategically.
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