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), Doctor of Acupuncture and Oriental Medicine (DAOM), Master of Acupuncture and Oriental Medicine (MAOM), and the developing Master of Science: Physician Assistant (MSPA). 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

Expectations of SCU Employees

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 to which we aspire. Further identified are qualities and attributes desirable for employees in general, and senior leadership 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 the “Sprint the Marathon” mindset that we have engaged in to be successful and reach long-term sustainability in the ever-changing healthcare and higher education environments. (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:**

**SCU Aspirational Values:**
1) Respect
2) Integrity
3) Emotional intelligence
4) Team player
5) Accountability
6) Collegiality
7) Authenticity

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

Profile-Specific Qualities by Category:

1.) They are a model of academic leadership
   a. They consistently strive for greater information literacy
   b. They are passionate within their discipline and about SCU
   c. They are exemplars within the profession
   d. They are mentors for students, staff and co-faculty
   e. They utilize entrepreneurship and innovation within their curriculum
   f. They offer innovative and continuous ideas for university improvements/assessments

2.) They operate with a strategic community and external perspective
   a. They support and engage in philanthropic endeavors
   b. They forge internal and external academic community partnerships
   c. They participate in civic engagement

3.) They actively facilitate the university's academic vision
   a. They are a champion of inter-professionalism
   b. They are an Evidence-Based practitioner or Teacher

4.) They are a champion of the university
   a. They are academic program champions
   b. They are enrollment/recruitment champions
   c. They participate in and help coordinate campus events

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; 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 date: September 2015