**Position Title:** **FACULTY MEMBER - INSTRUCTION**

**Department:** Academic Affairs

**Reports to:** Vice President for Academic Affairs

**Classification/ FLSA Status:** N/A (Exempt) (Faculty Position)
(All full-time faculty work a four-quarter academic year under a quarterly or one year contract)

**Primary Function:** Faculty members provide effective instruction and student advisement for the Doctor of Chiropractic degree program. Duties include activities representing instruction, scholarship and service to the college and community.

**Key Responsibilities:**

**A. Instruction**

1. Provide students with an effective guided educational experience in the philosophy, science and art of chiropractic, culminating in a smooth transition from student intern to Doctor of Chiropractic

2. Contribute to the development of the student's knowledge skills, attitudes and competence in the location, analysis and correction of the vertebral subluxation

3. Participate in the review, development and implementation of the educational program in order to meet established standards and desired outcomes

4. Keep abreast of current best practices in course design and educational technology integration

5. Collaborate with the Center for Innovation in Teaching and Learning to foster enhancements in teaching methodologies and student learning

6. Keep abreast of current events, trends, research, literature within the subject matter of the courses he/she is assigned to teach

7. Continuously update and reference course content

8. Provide a challenging course instruction and a supportive learning environment

9. Prepare and administer valid student assessments that accurately measure course objectives and represent the rigor commensurate with the preparation of Doctor of Chiropractic

10. Provide on-going instructional feedback (and remediation as needed) to students

11. Prepare and submit quarterly syllabi, midterm and final examinations to the office of academic affairs

12. Encourage students to complete course evaluations by integrating reminders and discussion about the process into course timelines and activities

13. Review and reflect on student feedback received from students to improve teaching strategies and course design.

14. Exhibit and model a communication style that projects a professional image

15. Participate as an examiner, proctor or exam materials writer for the Clinic Entrance Exam and/or the Clinical Proficiency Examination (Exit Exam) as requested

16. Assist in providing fully stocked, clean classrooms and report equipment malfunctions as required to the respective dean

17. Meet faculty responsibilities as outlined in the *Faculty Handbook*

18. Commitment to the mission of Sherman College in any way correlated to the position

**B. Professional Development / Scholarship**

1. Participate in activities that enhance individual, personal and professional growth

2. Acquire new skills for program enhancement and development. For example, utilization of technology for course enhancement and administration

3. Set annual professional goals that will contribute to the attainment of college goals and objectives

4. Submit, to the vice president for academic affairs, annual assessment reports detailing their activities relative to meeting college and professional goals and objectives

5. Actively engage in the continuous improvement of teaching and learning through teaching and learning scholarship, classroom innovation, collaboration and peer review (see the *Faculty Handbook* under Research and Scholarly Activity Expectation)

6. Utilize individual and college-wide outcomes information (evaluations) for the ongoing development of their professional effectiveness and for the ongoing development of the effectiveness of the Doctor of Chiropractic Educational program

7. Demonstrate student learning outcomes and identify deficiencies in knowledge, skills or attitude in the assigned discipline or topic

    a. Prepare and submit assessments of learner objectives and results for each course on an annual basis to the respective dean

    b. Modify curriculum and/or teaching style based on assessment results and professional development experiences. Document modifications based on assessment results

8. Maintain certificates and/or licenses necessary for employment eligibility

9. Post and maintain student office hours

10. Provide coverage for their responsibilities during foreseen absences

**c. Service to the College and Community**

1. Demonstrate responsibility for shared governance of the college by providing active participation and contribution to the Faculty Senate and on college committees

2. Serve as a faculty mentor to assigned students and faculty members

3. Lend enthusiastic support to college policies and to fellow faculty members, particularly in the presence of students and support personnel

4. Engage with chiropractic educational and professional institutions such as NBCE, accrediting agencies and professional organizations in a manner that supports the college mission

5. Participate in the evaluative process for self, department and program

6. Attend commencement exercises, faculty meetings, committee meetings and the annual Lyceum as required

7. Assume any other duties that may be assigned by the vice president for academic affairs and/or respective dean

**Basic Knowledge and Skills (including but not limited to):**

1. Doctor of Chiropractic degree

2. A strong desire to share the philosophy, science and art of chiropractic with future Doctors of Chiropractic

3. Required degree within specific teaching discipline

4. Three years' full-time chiropractic practice and/or teaching experience or the equivalent is preferred. Recognizing that not all practice experience is comparable, additional qualifications such as professional education, training and experience may be considered in lieu of the number of years.

5. Strong organizational and supervisory skills

6. Excellent written and verbal communication skills

7. Ability to be assertive and maintain classroom decorum

8. Computer: MS Office, Learning Management System and effective use of smart room equipment

**Workload Expectations, Physical Demands and Work Environment**

***Faculty Workload Expectations:*** Faculty workload expectations are specifically delineated in Policy 5001 (Faculty Workload and Pay Plan).

***Physical Demands:*** While performing the duties of this job, the employee is occasionally required to walk, stand, crouch, kneel, stoop, sit; use hands to finger, grasp, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus. Carrying, lifting 25 lbs. maximum may be required.

***Work environment:*** While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

**General sign-off:** The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____