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## JOB DESCRIPTION AND EXPECTATIONS

**Job Title:** Full-time Faculty Member, Master of Science: Physician Assistant (MSPA) Program (academic rank to be determined, commensurate with experience)

**Department:** College of Science and Integrative Health (CSIH)

**Reports To:** Program Director of MSPA

**Status:** Exempt

**Job Summary:**

This is a full-time faculty position, appointed to the College of Science and Integrative Health (CSIH), serving the Master of Science: Physician Assistant (MSPA) program. This position is subject to an annual Faculty Performance Appraisal (FPA) where the majority of the appraisal will be based on student learning, service (including intra and extra-institutional service, through participation in college and/or university committees, graduations, and other assignments) and scholarship. 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 or Dean.

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## JOB RESPONSIBILITIES

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The successful candidate for this position is expected to perform the following duties:

**As Principal Faculty for the MSPA program:**

- Develop, review, and revise as necessary the mission statement for the PA program
- Select applicants for admission to the PA program
- Provide student instruction
- Evaluate student performance
- Academic counseling of students
- Assure the availability of remedial instruction

- Design, implement, coordinate, and evaluate curriculum
- Ongoing evaluation of the MSPA

**SCU faculty members 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

**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.

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**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

**SCU Aspirational Values:**

- 1) Evidence based
- 2) Passion
- 3) Extra mile
- 4) Integrative
- 5) Adaptability
- 6) Authenticity

**Common Profile Qualities for All SCU Employees:**

- 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

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**EVALUATION OF FULL TIME FACULTY**

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Full time administrative faculty members are evaluated by their direct supervisor using the SCU staff appraisal process for administrators. Faculty rank and promotions are recommended by the Professional Personnel Committee and approved by the Chief Academic Officer.

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**JOB SPECIFICATIONS**

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**Qualifications**

- Must be NCCPA-certified
- Must be a licensed PA in the state of CA

**EXPERIENCE:**

- Minimum of three years' clinical practice experience in complementary/integrative health required

**TECHNICAL:**

- At least five (5) years of successful teaching experience, or equivalent, in an accredited institute of higher education preferred.
- PC skills working in a Microsoft Windows OS environment with proficiency in Microsoft Office applications, including Microsoft Word, Excel, Outlook, and PowerPoint.

**ABILITIES:**

Excellent writing and communication skills; excellent problem solving and analytical abilities; strong organizational skills and attention to detail; ability to work independently and follow through on multiple assignments in a timely manner; work effectively as a team member; ability to work with diverse constituencies; coordinate and prioritize a variety of diverse tasks; excellent interpersonal skills.

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.

**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.

Fluency in Spanish language including medical terminology preferred.

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: 05/15