

Job Title: Part time Faculty (Pool) in the Basic Sciences
Department: College of Science and Integrative Health (CSIH)
Southern California University of Health Sciences (SCU)
Status: Part Time Faculty Position, Lecture and/or Lab
Time Requirement: 10 -15 hours per week

Job Summary:

Under the direction of the Dean of the College of Science and Integrative Health, these positions will serve as part-time faculty in the Basic Sciences and will provide leadership for the development of science curriculum, technology integration, and develop course materials for lecture and laboratory. These positions are for curriculum offered primarily on the weekends (Friday, Saturday and Sunday). SCU is looking specifically for instructors to teach Physics I and II. Additional expectations include but are not limited to the following: recruit, retain and mentor students; work collegially/professionally; a commitment to University goals and philosophy; and support an academic community that is responsive to diverse students and learning styles. SCU Faculty members strive to support and continuously improve upon teaching pedagogy, the learning experience and academic quality within its programs.

Salary and Benefits: Salary commensurate with experience, no benefits.

Start Dates: Positions available now through 2016.

Application Deadline: Open until positions are filled.

Initial Inquiries: For initial consideration, please submit the following materials via E-mail (only) to: Professor M. Reza Mirbolooki, MD, PhD; Undergraduate Studies Program, College of Science and Integrative Health, Southern California University of Health Sciences: rezamirbolooki@scuhs.edu

1. Letter of Interest- describing your experience and match with the position being sought.
2. Current CV.
3. Unofficial copies (PDF) of college transcripts with date of degree conferral.

SCU is an Equal Opportunity Employer. SCU values the richness diversity provides to an academic community. As such, SCU encourages applications from individuals representing diverse backgrounds.

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, lecture, laboratory, and self-paced 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/feedback.
- Perform regular evaluations of student performance.
- Submit students' grades and course reports in a timely manner.
- Remain current in discipline and update course content when appropriate to reflect the current levels of knowledge in the discipline.
- Work in an academic team and committee environment in a courteous and professional manner.
- Promote the University vision, 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.

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 Dean of the College regarding the majority of the instructor's teaching assignments.

EVALUATION OF FULL TIME FACULTY

Part-time faculty are evaluated by the Dean of CSIH using the SCU Faculty Performance Appraisal process.

JOB SPECIFICATIONS

EDUCATION:	Master's Degree in one of the areas noted above and relevant teaching experience at the undergraduate level or above. Effective oral and written communication skills; ability to adapt to curriculum changes and to design new and appropriate laboratory learning activities; proficiency in using laboratory equipment and analytical instrumentation; and proficiency in the use of computer technology in lecture and laboratory applications.
EXPERIENCE:	Preferred: A minimum of 1 year teaching experience in the same topic(s) at the university/college level; a current license to practice in the state of California (ex: MD, DC, ND, etc.) if applicable.
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: CSIH June 2016