



**NEW YORK
CHIROPRACTIC
COLLEGE**

Finger Lakes School of Acupuncture & Oriental Medicine
School of Applied Clinical Nutrition

NYCC is an equal opportunity employer.

**JOB POSTING
OFFICE OF HUMAN RESOURCES
February 3, 2012**

POSITION: AOM Adjunct Faculty
DEPARTMENT: Basic Sciences
DIVISION: Academic Affairs
COURSE: Pharmacology & Toxicology

General Description

Members of the faculty are responsible for the instruction of the AOM curriculum to the students enrolled in the Finger Lakes School of AOM of NYCC. Adjunct faculty members are required to teach their classes in accordance with the schedule determined by the Dean of the Finger Lakes School of AOM.

Responsibilities

1. Lead instructor's primary responsibility is to develop course syllabi, instructional materials and examinations, and to maintain accurate classroom/clinical performance records for each student.
2. Assist instructor's primary responsibility is to provide competent aid to lead instructor as directed. Assist faculty must be up-to-date on all course materials and requirements and must actively participate in class or laboratory session.
3. Teach all classes as scheduled, and arrange for substitute instructors as needed.
4. Create a learning environment that engages students and promotes excellence.
5. Advise students with regard to coursework and progress through FLSAOM's program.
6. Identify and provide direction to students who need extra support in learning.
7. Utilize NYCC's Academy for Academic Excellence and Student Success to continue self-development of teaching and testing skills.

Governance

1. Work with Dean to collaborate and assist in the establishment of FLSAOM priorities, goals, policies and procedures consistent with the mission of the program and the College.
2. Encouraged to voluntarily attend faculty meetings, as desired.
3. Participate in short and long-term planning by serving on various College committees, as desired.

Organizational Relationships

1. Responsible to the Dean of the Finger Lakes School of Acupuncture and Oriental Medicine.

2. Responsible for working with a dedicated commitment to NYCC's best interests in all activities performed for the College.
3. Responsible for following regulations, and policies and procedures as set forth in the Faculty Handbook, the Employee Handbook, and the Academic Affairs Policy and Procedures Manual.

Scholarship and Research

1. Provide continuing evidence of keeping abreast of developments within the fields in which they teach.
2. Engage in continuing education that relates to both teaching and personal/professional development.

Evaluation and Methods of Accountability

1. Written evaluation by students for each course taught.
2. Performance evaluation by the Dean of the Finger Lakes School of AOM.

Education, Training and Experience:

1. Requires a degree, relevant to the content being instructed, from an accredited institution.
2. Requires sufficient instructional experience appropriate to the course being offered.

If you are interested in applying for this position; please submit a cover letter, resume and list of three references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: cquill@nycc.edu.