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JOB POSTING
OFFICE OF HUMAN RESOURCES
May 5, 2014

POSITION: FT AOM Faculty

DEPARTMENT: Finger Lakes School of Acupuncture and Oriental Medicine (AOM)

DIVISION: Academic Affairs

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. Full time faculty members are required to perform a minimum of 35 hours of service per week to the college with time divided among teaching, clinical practice, scholarship, service and administrative duties in a manner to be determined by agreement between the faculty member and 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 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 FLAOM’s program.
6. Identify and provide direction to students who need extra support in learning.
7. Utilize NYCC’s Academy for Teaching Excellence to continue self-development of instruction and assessment skills.
8. Participate as needed in proctoring of exams - for any course offered by NYCC.
9. Assist in NYCC’s recruitment of new students.
10. Assist Admissions Department in evaluating prospective students by reviewing student applications and transcripts, and conducting interviews with prospective students as needed.
11. Arrange for guest lecturers to enhance delivery of course content and to meet course goals.
12. Participate in public education activities arranged by the College.

Clinical Responsibilities For Faculty Members with a Clinical Role:

    Clinical Supervision:

    1. Provide hands-on mentoring and foster a critical thinking environment for student intern education.
    2. Oversee student conduct, proficiency, professionalism and Health Center standards.
    3. Oversee and/or direct all clinical protocols and procedures by student interns, including patient assessment and care, and case management.
    4. Perform qualitative evaluation assessments on assistants and interns.
    5. Conduct clinician/student conferences.
    6. Provide student remediation as necessary.
    7. Provide care to patients as follows:
a) Manage patient care within any applicable, approved protocols of the New York Chiropractic College Health Centers.
b) Be accessible and responsive to the patients’ needs.
c) Monitor patients’ progress and ensure appropriate follow-up.
d) Provide avenues for referral to other health care providers as needed.
e) Be a consultation resource for other faculty.
f) Assure proper documentation is maintained on all patients.
g) File patient reports in an appropriate and timely manner.
h) Complete third-party insurance reporting in a timely manner.
i) Respond to agency inquiry request for information on individual patient status and progress.
j) Maintain and develop personal clinical expertise.
k) Maintain a strong clinician/patient relationship ensuring patient satisfaction.
l) Transfer patients when appropriate and maintain continuity of patient care.

Governance

1. Participate in daily operation of NYCC as well as contribute to short- and long-term planning by serving on various College committees.
2. Attend faculty meetings.
3. 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.

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. On an ongoing basis, keep current with developments within the AOM field and particular areas of expertise.
2. Engage in continuing education that relates to pedagogical, clinical, and personal/professional development.
3. As time allows, participate in research which is relevant to the AOM program.
4. As time allows, participate in activities related to the work of professional organizations (including CCAOM, NCCAOM, ACAOM, SAR, ASNY, and AAAOM).
5. Engage in scholarship activities that advance the discipline of AOM and result in acceptance/presentation of works at appropriate local, regional, national and international conferences, and publication in relevant peer-reviewed journals.

Evaluation

1. Written evaluation by students for each course taught.
2. Yearly performance evaluation by the Dean of the Finger Lakes School of AOM.
3. Patient satisfaction with their experience in the health center.

Education, Training and Experience

1. Requires a M.S. degree in Acupuncture or in Acupuncture and Oriental Medicine or the equivalent. Post-graduate DAOM degree preferred.
2. Requires a minimum of one year’s teaching experience in the acupuncture profession or a relevant field, and a minimum of 3 years clinical experience in acupuncture/OM.

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