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**JOB POSTING
OFFICE OF HUMAN RESOURCES
June 15, 2017**

POSITION: Adjunct Faculty

DEPARTMENT: Finger Lakes School of Acupuncture & Oriental Medicine

DIVISION: Academic Affairs

HOURS: Part-Time, Hours to be determined

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 responsible for didactic and clinical instruction as scheduled 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/clinical shifts 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.
8. Participate as needed in proctoring of exams.
9. Assist in NYCC's recruitment of new students.
10. Arrange for guest lecturers to enhance delivery of course content and to meet course goals.
11. Provide care to health center patients in order to meet clinic's goals and to serve as clinical education site for students. Number of hours and schedule worked in the clinic will be agreed upon between faculty member and the Dean of the Finger Lakes School of AOM.
12. Participate in public education activities arranged by the College.
13. Participate in community activities to promote the health centers.

Clinical Responsibilities:

Clinical Supervision:

1. Provide hands-on mentoring and foster a critical thinking environment for clinical education.
2. Oversee student conduct, proficiency, professionalism and Health Center standards.
3. Oversee and/or direct all clinical protocols and procedures by clinical students, including patient assessment and care, and case management.
4. Perform qualitative evaluation assessment of clinical students.
5. Conduct clinician/student conferences.
6. Provide student remediation as necessary.
7. Conduct clinical orientations for students at the beginning of each trimester.
8. Oversee and manage objectives and evaluate assignments for clinical courses.
9. Provide care to patients as follows:
 - a) Manage patient care consistent with the curriculum of the Finger Lakes School of Acupuncture and Oriental Medicine, and approved protocols of the NYCC Health Centers.
 - b) Be accessible and responsive to the patient's 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.
 - m) Be available to cover for other clinicians' patients during breaks in various clinical sites as scheduled by Dean of the Finger Lakes School of AOM and in conjunction with Health Centers Chiefs of Staff.

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.

Organizational Relationships

1. Responsible to the Dean of the Finger Lakes School of Acupuncture and Oriental Medicine.
2. In clinical role, also responsible to the Health Centers' Chiefs of Staff.
3. Responsible for working with a dedicated commitment to NYCC's best interests in all activities performed for the College.
4. 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 both teaching and personal/professional development.

Evaluation and Methods of Accountability

1. Submission of annual Self-Report and Professional Development Plan to the Dean of the Finger Lakes School of AOM.
2. Review of quality improvement outcome measures as reported by Institutional Quality and Assessment.
3. Written evaluation by students for each course taught.
4. Clinical chart reviews as performed by members of the FLSAOM, IQA, and Health Center administration.
5. Performance evaluation by the Dean of the Finger Lakes School of AOM with input from the Health Centers Chiefs of Staff and Administrative Director of Health Centers.

6. Attendance and performance at faculty in-service activities.
7. Faculty, staff and student satisfaction with their experience in the clinics as evaluated by patient surveys, student evaluations, and faculty reports.

Mental and Physical Requirements:

1. Ability to demonstrate good character and provide self-initiated, principle-centered management skills.
2. Ability to resourcefully resolve routine conflicts and crisis situations.
3. Ability to communicate and work effectively and positively with other people.
4. Ability to consistently demonstrate strong interpersonal skills.
5. Ability to tolerate and implement change.
6. Ability to make decisions in a timely manner.
7. Ability to perform multiple tasks and daily departmental duties with frequent interruptions and time pressures.
8. Ability to provide a creative and positive framework for the well-being and personal growth of faculty, staff and students.
9. Ability to utilize past experiences and information when developing goals and making decisions for the future.
10. Ability to teach and function in a manner that is consistent with the mission of the College.

Education, Training and Experience:

1. Requires a Master of Oriental Medicine degree—or the equivalent—from an ACAOM-accredited/candidate program, or a comparable foreign institution, and either have or be eligible to obtain a license to practice acupuncture in New York State.
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.
3. Strong interpersonal and communications skills are essential.

Working Environment and Conditions:

1. Perform assigned duties in a clean, ventilated, lighted and temperature-controlled office or clinical environment.
2. Perform duties in a positive, professionally growth based environment.

Equipment and Tools:

1. General office and clinical equipment.
2. Computer hardware and software.
3. Reference and resource materials for course content related to the MSA/MSAOM curriculum, and principals of management and academic administration.

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

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

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