

Kansas College of Chinese Medicine
JOB DESCRIPTION

Job Title: Faculty Member

Reports to: Academic Dean

Status: Contract Salary, Non-Exempt

Primary Duties: A Faculty Member shall perform the following duties::

- Conducts college courses for graduate or undergraduate students.
- Teaches one or more subjects with the prescribed curriculum.
- Prepares and delivers lectures to students.
- Compiles bibliographies of specialized materials for outside reading assignments.
- Stimulates class discussions.
- Compiles, administers, and grades examinations, or assigns this work to assistants.
- Conducts research in related field of study as needed.
- Prepares academic reports as required by the Dean.
- Performs related duties, such as advising students on academic and vocational curricula, and acting as adviser to student organizations.
- Serves on faculty committees as needed.
- May be designated according to faculty rank in traditional hierarchy as determined through the college's estimate of scholarly maturity as Assistant Professor, Associate Professor, Professor, or according to rank distinguished by duties.
- Other duties as assigned by the Dean of the College.

Faculty criteria:

- All KCCM faculty are part-time and are hired on a course by course basis each academic year. Teaching work loads vary from one to several courses. In addition to teaching at KCCM, all faculty must be professionally active in their subject area.
- Faculty are selected and rehired based on credentials, education, professional experience, current acupuncture and/or herbal accreditation or licensure, ongoing participation in continuing education, and teaching experience. Student evaluations are also taken into account for continued employment. These criteria are reviewed and updated periodically.

Massage Therapy Faculty

- To be considered for KCCM faculty applicants should meet the following requirements:
 - Graduate from an accredited or State approved Massage Program or,
 - NCBTMB certified or,
 - Specific advanced training in subject matter and
 - Meets Kansas licensing requirements.
 - 3-5 years teaching experience preferred
 - 5 years clinical experience preferred
 - Science faculty must have Bachelor or Master degree with study in specific area of instruction.

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Acupuncture Faculty

- To be considered for KCCM faculty applicants should meet the following requirements:
 - -Graduated from an accredited Oriental Medical program, *or*,
 - -NCCAOM certified, *or*,
 - -Meets current Kansas licensing requirements, *or*,
 - -Graduated from an approved overseas Oriental Medical program, *and*,
 - -Has at least three years of acupuncture clinical experience (five years for upper division classes).

Herbal Medicine Faculty

- To be considered for KCCM faculty applicants should meet the following requirements:
 - -Graduated from an accredited Oriental Medical program, *or*,
 - -NCCAOM certified, *or*,
 - -Meets current Kansas licensing requirements, *or*,
 - -Graduated from an approved overseas Oriental Medical program, *and*,
 - -Has at least five years of herbal clinical experience.

Western Medicine and Sciences Faculty, Adjunct Faculty
Requirements will be determined by the Hiring Committee

- Teaching experience is preferred but not required.
- All foreign faculty must demonstrate English Language Competency. KCCM reserves the right to require:
 - 500 on the Test of English as a Foreign Language (TOEFL), and/or
 - Current reported mean score on the Test of Spoken English

All faculty members are expected to promote lifelong learning practices and to support this guideline it is expected that all faculty members will participate in continuing education within their field of study as well as continuing education in the instruction of adult students.

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Additional Information:

Faculty work in a standard office and clinic environment and is expected to be able to perform general office and medical procedures, including but not limited to the execution of all safety precautions utilized in the clinical setting, operation of clinic equipment and lifting up to 30 pounds of weight occasionally. Faculty are regularly required to sit and talk or hear. Faculty frequently are required to use hands to finger, handle or feel; reach with hands and arms and are occasionally required to lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. While performing the duties of this position the Faculty are occasionally exposed to outside weather conditions. Noise and dust levels in the work environment are usually moderate but may require the use of eye, nose and mouth protection or hearing protection while in the College herbal pharmacy.

KCCM is an equal opportunity employer and does not discriminate on the basis of sex, race, religion, age, national origin, ancestry, creed pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability