

## Universidad Central del Caribe

### Chiropractic Faculty

#### Job Description

The Faculty is expected to be devoted to the accomplishment of the purposes of the Institution: education, research and service. At all times, they should be knowledgeable about institutional by-laws and observe the stated norms and regulations.

#### A. Faculty Responsibilities

1. Faculty members have responsibilities **to their students**
  - a. They must meet classes as scheduled. If unable to meet a regularly scheduled class, the class should be re-scheduled in coordination with the students or an appropriate alternate instruction strategy must be arranged and approved by the course coordinator or department/program chair.
  - b. Individual faculty members are responsible for following the curriculum and for providing course content according to the approved course syllabus. They shall assist students in developing professional skills, as well as in acquiring and maintaining appropriate attitudes and behaviors.
  - c. They must remain current in their field(s) of competence and in new pedagogical trends.
  - d. They shall actively participate in institutional initiatives geared towards the improvement of the teaching-learning process.
  - e. They shall be accessible to students and inform students about their availability for consultation.
  - f. They shall provide students with timely, objective and unbiased evaluations.
  - g. They shall provide academic advising to students.
  - h. They shall support student organizations and activities.
  - i. They shall support and promote a positive learning environment free of mistreatment.
2. Faculty members have responsibilities **to their departments/programs**
  - a. They shall contribute to the accomplishment of the objectives of their department/program.
  - b. They shall contribute to the planning of their department's/program's curriculum and shall comply with all duties and responsibilities delegated upon them by their director, according to their appointment.
  - c. Those engaged in research are expected to adhere to UCC research policies and procedures regarding grants and contracts, the protection of human subjects including minorities such as women, children, etc. and animal research subjects, as well as research safety issues.
  - d. Faculty members are responsible for providing instruction regarding conduct and safety to students, trainees, and staff who work in their laboratories or clinical programs.
  - e. Clinical faculty members are expected to accept patient care assignments within the scope of their clinical competence and experience.
  - f. They shall participate in continuing education activities throughout their careers to

- stay abreast of the developments in medical science and practice.
- g. They shall attend all department/program meetings, participating actively in presentations and discussions aimed at attaining solutions in relation to matters that may affect their units.
  - h. Before engaging in formal studies or outside activities for compensation during institutional regular working hours, faculty members must secure approval of the department/program director, the appropriate Dean and the President of the Institution. In order to secure this approval, the faculty will follow the procedure established by the office of the Dean of Academic Affairs.
  - i. They shall collaborate with the evaluation of their performance. They shall also participate in the evaluation of peers and administrators according to the established rules and procedures.

**3. Faculty members have responsibilities to their Institution**

- a. To work toward the most effective attainment of the objectives of their department/program and of the University.
- b. To participate in the consultation process related to the appointment of the President and Deans.
- c. To attend all faculty meetings, participating actively in presentations and discussions aimed at attaining solutions in relation to matters that may affect the Institution.
- d. To make recommendations with respect to issues that affect the well-being of the Faculty and the progress of the Institution.
- e. To participate in the election of the Secretary of the Faculty and the Faculty representatives to the various advisory bodies and committees.
- f. To comply with all duties and responsibilities delegated upon them by the President, Deans, Chairs / Directors and Faculty, through their active participation in the committees of which they are members, by election or designation.
- g. To participate in programs of professional development.
- h. To make recommendations for the creation and awarding of honors.
- i. To attend the commencement exercises at the end of each academic year.
- j. To be part of and contribute to the institutional and programmatic accreditation processes.
- k. Signed conflict of interest disclosure as required by UCC policies.

**B. Faculty Roles**

The University's overall mission encompasses three major areas of activities pertaining to the Faculty:

1. Teaching in the different academic programs (at least 15% of the academic load)
2. Research in the basic sciences, clinical sciences or the biopsychosocial sciences, including community health.
3. Service in the community, direct patient care and service within the University. The responsibilities of a faculty member may include activities in one or more of these areas. In most cases and according to the professional interests and expertise of

the individual and the needs of the University, a major area of activity can be identified. Thus, as an example, a faculty member who employs 75% or more of his/her time in research would have this as the major area of activity and would be identified, for all practical purposes, as a researcher. The same would apply to teachers (or educators) and to practitioners (Ex: physicians in the hospital, radiologic technologists in labs and substance abuse counseling professor in community based organizations or other scenarios.) However, many faculty members combine different activities and roles such as clinical practitioner/educator, researcher/educator and others.

**C. Essential Knowledge, Skills, Abilities and Personal Characteristics**

1. Strong teaching skills.
2. Effective written and verbal communication skills.
3. Ability to work with and maintain confidentiality regarding student/employee information.
4. Able to prioritize and manage multiple projects, adhering to strict timelines.
5. Strong interpersonal skills.
6. High degree of initiative and independent judgment.
7. Appropriate multimedia and computer skills.

**REQUIREMENTS: (Education, Training & Experience)**

- Doctor of Chiropractic (DC) degree from a Council on Chiropractic Education (CCE) accredited institution or equivalent degree resulting from a course of education in chiropractic from an institution recognized and approved by the CCE.
- Or PhD degree in specific field of sciences or commensurable experience in the specific field, or MD degree.
- License to practice chiropractic current in Puerto Rico (active and free of misconduct evidence). Only for individuals working with students in clinical practice.
- Evidence of ongoing professional development after the DC degree including residency training, board certification in a chiropractic specialty, etc.
- Desirable experience of scholarly work.
- Desirable teaching experience in chiropractic either in classroom or in clinical supervision or in an institution of higher education.
- Knowledge of CCE standards.
- Awareness of, and ability to comply with, privacy and confidentiality standards, including FERPA and HIPAA.
- Intermediate-to-advanced skills using MS Office Suite® (MSWord, MSEXcel, MSPowerpoint, and MSOutlook); desirable to have experience in learning management systems (Blackboard®).
- Evidence of experience participating in a healthcare team.
- Signed conflict of interest disclosure as required by UCC policies.