



Job Title: Full-Time Psychology and Counseling Faculty		
Division/Department: Academic Affairs/ College of Adult and Graduate Studies, Adult School of Psychology and Counseling	Location: Main Campus	
Reports to: Chair, Adult School of Psychology and Counseling	Title: Psychology and Counseling Faculty Member	
Position Type: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Student Worker	FLSA Status: <input checked="" type="checkbox"/> Exempt  <input type="checkbox"/> Non-Exempt	Hours worked Per Week: Approximately 40

**POSITION SUMMARY:** This faculty member teaches in the accelerated program of the Master of Science in Counseling program in Counseling in the College of Adult and Graduate Studies. Additional responsibilities include serving on university committees, support of departmental functions necessary for overall program assessment, strategic planning, accreditation, related administrative duties, and advising students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Teaching, on a full time basis, in the Adult School of Psychology and Counseling.
- Teach, govern, conduct classes, perform administrative functions, and other academic duties.
- Assess student performance using appropriate rubrics or other forms of assessment.
- Utilize a variety of appropriate teaching strategies to promote student critical thinking skills, effective learning strategies, and student engagement in the learning process.
- Maintain program and course integrity and rigor by developing instructional materials consistent with course objectives and program outcomes.
- Maintain expertise and currency in the discipline and in teaching strategies.
- Comply with university academic policies.
- Comply with assessment and evaluation policies and requirements related to students, courses, faculty, and programs.
- Actively engages in promoting student retention, addressing student issues, and promoting a conducive learning environment.
- Supervision of practicum / internship students.
- Advising students in the Master of Science in Counseling program.
- Sustain membership in appropriate professional counseling associations
- Maintain certification and professional licensing
- Engagement in appropriate professional development and renewal activities related to counseling
- Sustain engagement in professional service and advocacy in counseling
- Sustained engagement in scholarly activities and/or research in counseling
- Expected to acquire a supervision certificate or equivalent in state of licensure
- Provide weekly supervision to students in practicum/internship

**QUALIFICATIONS:**

The successful candidate must be able to perform each essential duty satisfactorily and should possess the following:

- Expertise in the discipline with strong organizational and teaching skills
- Effective oral and written communication skills
- Ability to network with state and national peers.
- Ability to work as part of a team to coordinate and support programs within the School and the University.
- Ability to utilize appropriate, contemporary technologies and best practices in teaching
- Adherence to the Christian objectives and policies of the University.

**EDUCATION and/or EXPERIENCE:**

- Doctorate in counseling or counselor education, preferably from a CACREP-accredited program or have been employed as a full-time faculty member in a counselor education program for a minimum of one full academic year before July 1, 2013.
- Experience teaching in higher education strongly preferred. Full-time teaching experience in higher education is required if doctorate is not from a CACREP accredited degree program.
- Professional practical experience in counseling is required.
- A current Professional Counselor License or equivalent Clinical Mental Health License is required.



**COMPUTER SKILLS:**

- Must have current knowledge and advanced skills in Microsoft Office applications.
- Must be able to utilize the university online platform.
- Must be able to utilize the university systems.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Prepared By:** Dr. J Hall

**Prepared Date:** 10/12/2018

**Approved By:**

**Approved Date:**