



Texas Health and Science University

Texas Health and Science University does not discriminate based on race, color, national origin, gender (except where gender is a bona fide occupational qualification), age, veteran status, disability or genetic information. Background investigations will be conducted. The University is a "Drug Free Workplace." Applicants and employees may be required to take a drug and alcohol test at any time.

JOB POSTING

Job Title: Traditional Chinese Medicine Class and Clinic Instructor

Reports To: Academic Dean

Location: Austin, Texas or San Antonio, Texas

Classification: Exempt, Full-Time Instructor

Expectation and Condition of Employment – Employees of Texas Health and Science University are expected to embrace the mission and purpose of the University and to be good citizens and embrace a culture of providing excellent service to the students and other stakeholders of the University.

Job Summary - Full-time core members of the Faculty are responsible for the instruction of the courses to which the instructor is assigned. The Instructor reports directly to the Academic Dean, and responsibilities include, but are not limited to the following duties (see below).

Essential Duties and Responsibilities include the following:

1. Teach the courses assigned;
2. Supervise Student Interns in the Student Clinic;
3. Attend monthly meetings of the Faculty and participate in developing course curriculum;
4. Participate in development of academic research in the area of instruction;
5. Prepare and submit a Course Syllabus in the format prescribed by the University, emailed directly to the Vice President for Academic Affairs and the Academic Dean, at least one (1) calendar week prior to the start of the course;

6. Advise and counsel students about the course upon request, and perform individual student assessment of the achievement of one or more of the educational objectives at Mid-term and Final Examination times;
7. Maintain class attendance reports of each class session and submit attendance sheets one week prior to mid-term examination, and a final grade report to the Registrar;
8. Inform the Academic Dean regarding student issues, problems, or any matters, which seem in your professional judgment to require assistance or referral; and
9. Perform other duties as assigned by the administration and President.

Qualifications - To perform this job successfully, an individual must be able to perform each Essential Duty and Responsibility listed above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

1. Education and Experience - A doctoral degree in the related field is strongly preferred. A candidate with a master's degree in the related field along with a minimum of five years of teaching experience in the classroom will be considered. A Texas acupuncture license is required for supervising interns in the student clinic.
2. Licenses or Certificates – Must be at least 21 years of age and maintain a valid driver's license to drive any vehicle, including personally owned vehicles, on behalf of the University. Current Texas Acupuncture License or eligibility to obtain one.