

1. GENERAL POSITION INFORMATION	
Position Name	Adjunct Faculty
Classification	Part-time, Non-exempt
FTE	Variable
Work Hours	Variable
Department/Division	Doctor of Clinical Nutrition (DCN)
Supervisor	Director, DCN

2. POSITION SUMMARY
<p>Provide 3 to 5 descriptive statements to summarize the overall purpose of the position.</p> <p>To facilitate the development of a new Doctor of Clinical Nutrition program delivered in an online learning format, University of Western States (UWS) is seeking adjunct faculty members to create course content and serve as instructors in the program. While most faculty members will perform both roles (content creation and course instruction), we are open to some providing only course content creation.</p> <p>Instructors in the University of Western States' online doctoral program in clinical nutrition are responsible for ensuring students meet all learning outcomes and successfully complete their course as outlined in the course description, weekly objectives and syllabus. Instructors are also responsible for ensuring students receive appropriate feedback and assessment of their progress throughout the course. Course creation will involve the development of new online course content and materials to guide high quality learning experiences for students.</p> <p>Courses planned for development include:</p> <ul style="list-style-type: none"> • Foundations of Scientific Writing • Clinical Reasoning in Nutrition Practice • Culinary Strategies for Vibrant Meals • Functional Nutritional Therapeutics I: Cardiometabolic • Functional Nutritional Therapeutics II: Gastrointestinal • Physical Examination I (cardiovascular, pulmonary, GI, integumentary) • Functional Medicine Case Management I • Functional Nutritional Therapeutics III: Endocrine • Functional Nutritional Therapeutics IV: Neurological • Functional Nutritional Therapeutics V: Immune <p>Compensation:</p> <ul style="list-style-type: none"> • Course writing: \$940 per credit. 2-4 credits per course; most courses will be 3 or 4 credits. • Course instruction: varies with student enrollment. \$940 per credit base compensation; estimated \$2200 per credit total compensation when full enrollment is reached.

3. KEY RESPONSIBILITIES

List key position responsibilities/duties by category and estimate the percentage of time spent on each responsibility. The total percentage of duties must equal 100%.	
Key Responsibilities/Duties	% of Duties
<p>Create course content and resources including lectures, presentations, assignments, learning activities, assessments and other elements specified.</p> <ul style="list-style-type: none"> • Work closely with the program director to ensure that all course materials meet program standards for quality and rigor. • Work with Center for Teaching and Learning staff to ensure that all course materials are consistent with online learning best practices and are compatible with the UWS learning management system (LMS). • Work with the program director to ensure that all course materials and assessments align with course and program learning outcomes. • Identify outside resources to be used for assigned reading/viewing, supporting resources and optional exploration opportunities. 	95% (initial course creation)
<p>Contribute material for use in the program's culminating assessments.</p>	5% (initial course creation)
<p>Provide instruction to students in an online learning environment.</p> <ul style="list-style-type: none"> • Monitor and contribute to online discussion forums, meeting UWS requirements for regular and substantive interaction. • Extend student learning through in-class discussions. • Engage with students in live (real-time) online meetings. • Grade student work. • Provide detailed feedback to students on their learning and performance on graded activities. • Respond to student questions and concerns. • Connect students with resources within and outside the course to facilitate their learning. • Be an engaged, supportive presence in the course. 	65% (course delivery)
<p>Coordinate successful course delivery.</p> <ul style="list-style-type: none"> • Provide key course documents (e.g. syllabus, discussion forum guidelines, etc.) according to specified deadlines. • Manage course settings and functions using the UWS LMS. • Post final course grades according to specified deadlines. • When applicable, delineate roles and expectations for course facilitators. • When applicable, monitor course facilitator activity in the course for quality, frequency and consistency of contributions. 	10% (course delivery)
<p>Maintain and update course content.</p> <ul style="list-style-type: none"> • Revise and replace lectures as new information and evidence become available. • Use student feedback and performance outcomes to modify the course (coordinated with program director). 	15% (course delivery)

<ul style="list-style-type: none"> • Ensure ongoing alignment of course materials and activities with course- and program-level assessment plan (coordinated with program director). • Ensure that materials, links, etc. are functioning in the course. 	
<p>Continuing education and professional development.</p> <ul style="list-style-type: none"> • Maintain up-to-date knowledge of research and clinical practice developments in areas relevant to the course content. • Attend trainings, faculty meetings and other professional development activities as assigned. 	5% (course delivery)
Other duties as assigned.	5% (course delivery)

4. UWS CORE VALUES AND ASSOCIATED COMPETENCIES

The following Core Values are integral to working at UWS. All employees, regardless of their position within the university, are expected uphold the Core Values and demonstrate associated competencies.

Best Practices	<p>We maintain high standards by using and integrating evidence across multiple disciplines. To accomplish this, We:</p> <ul style="list-style-type: none"> • Seek out and use relevant data to inform our decision-making. • Incorporate peer-reviewed research and professional experiences into academic discourse and patient care. • Promote student learning through excellence in instruction and assessment.
Curiosity	<p>We are innovative, open minded, and forward thinking. To accomplish this, We:</p> <ul style="list-style-type: none"> • Approach our work with curiosity, inquisitiveness and willingness to think outside the box. • Value and consider new ideas and ask, “What if...?” • Remain open to change in order to advance and improve.
Inclusiveness	<p>We are respectful, mindful, and welcoming of different ways of being, thinking, and doing. To accomplish this, We:</p> <ul style="list-style-type: none"> • Actively listen to diverse perspectives and value different viewpoints and experiences. • Promote the equity of ideas, resources, power, and identity for all. • Gather information and input from diverse groups to develop a common vision, improve policies and practices, and advance institutional goals.
Professionalism	<p>We are responsible, respectful, and accountable. To accomplish this, We:</p> <ul style="list-style-type: none"> • Demonstrate civility in all our interactions, especially when there are disagreements or differing opinions. • Take ownership of our speech, conduct, demeanor, and deliverables. • Adhere to established policies, procedures, agreements, and deadlines.

	<ul style="list-style-type: none"> Act as thoughtful stewards of the university and its resources.
Student-Focus	<p>We work for the common good of students' academic and professional success. To accomplish this, We:</p> <ul style="list-style-type: none"> Incorporate student feedback to improve academics and university services. When making university decisions, we ask: What effect will that have on students? Seek to understand the students' experience through their eyes.
Whole-Person Health	<p>We promote physical, mental and emotional wellness in all facets of the UWS experience. To accomplish this, We:</p> <ul style="list-style-type: none"> Intentionally cultivate environments that support work-life balance. Consider personal and community wellness in decision-making. Maintain rigorous academic standards while supporting the health and well-being of our students. Include a range of health modalities in the classroom and clinic.

5. POSITION QUALIFICATIONS		
	Required	Preferred
Education & Training	Doctoral degree in a health science field.	Doctoral degree in a health science field with formal functional medicine training.
Certifications & Licenses	N/A	N/A
Experience	Health sciences teaching experience at the master's or doctoral level. Clinical experience for courses related to patient care.	N/A
Related Knowledge, Skills, & Abilities	<p>Intermediate to advanced proficiency with general computing tasks (word processing, presentation software, email, internet searching, research database navigation, etc.).</p> <p>Experience with one or more of the following educational technologies: learning management systems, online library systems, lecture capture, video conferencing/telepresence tools, electronic assessment systems, lab simulation tools.</p>	<p>Experience with one or more of the following systems: Moodle, Panopto, Zoom.</p> <p>Online learning theory and best practices.</p> <p>Adult learning theory and best practices.</p>

Other Qualifications	<p>Excellent written and oral communication skills.</p> <p>Comfortable presenting in recorded and live formats.</p> <p>Invested in supporting students to maximize their success.</p>	N/A
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APPLICATION, SCREENING AND HIRING PROCESS:

Screening of applicants will begin immediately; the position will remain open until filled. Please submit a cover letter, a resume, and the names and contact information of three professional references. Official transcripts from prior institutions of higher learning must be received prior to offer being extended to the finalist.

University of Western States conducts background checks for the finalist or finalists of staff and faculty positions. The type of background check will vary by position type.

University of Western States is an equal opportunity employer.

To apply, please visit our website at: <https://www.uws.edu/about/employment/>
Click on the big orange button and follow the prompts.

You may attach your materials as Word or PDF documents.