Position Title Assistant Professor Respiratory Therapy & Program Coordinator

Reports to (title) Associate Dean of Allied Health

Department Div. of Allied Health (School of Health Sciences)-2H1

Requisition Number F19023

Job Category Faculty

FT/PT Full-time

Initial Work Location Jordan Campus

Starting Salary $44,394-$66,591 (Academic Yr)

Job Open Date 03/11/2020

Open Until Filled Yes

**Job Summary**

Salt Lake Community College has an exciting opportunity for an experienced Respiratory Therapist and educator for a tenure track position to serve as Full-Time Faculty with Program Coordinator responsibilities. The faculty member will center on coordinating and enhancing the Respiratory Therapy program (RESP) initiative, including training students and faculty, coordinating the RESP labs, designing training materials, coordinating RESP assessment projects, furthering RESP best practices among students and faculty, and representing the RESP initiatives externally. Program faculty will work closely with the Associate Dean. The selected candidate will collaborate with other departments and partner in various academic areas such as the libraries, and learning centers. The faculty member will be responsible for curricular development, innovation,and to help integrate pedagogy into the new RESP program. This includes creating novel signature assignments, working with department faculty on assignment mapping in courses, course design work that supports continuing development, and implementation of curriculum as an instrument of teaching learning and assessment.

Salt Lake Community College seeks to attract an active, culturally and academically diverse faculty of the highest caliber, skilled in the scholarship of teaching, discovery, application, and integration of knowledge. The successful applicant will join a vital and innovative department as its members are reflective practitioners and knowledgeable teachers in their respective fields. They participate in their professional communities, and collaborate with colleagues in developing curriculum. Such faculty members actively serve our students in successfully obtaining the skills and knowledge needed to be successful in their careers.

**Essential Responsibilities and Duties**

1. Provide leadership, coordination, and professional contributions to the Program, Division, School, and College.

2. Maintain in-depth understanding in chosen field which includes participation in professional development and maintenance of valid training status per College policies.

3. Attend regularly scheduled departmental, divisional & committee meetings & workshops.

4. Be technologically literate, knowledgeable, and innovative in the use of a variety of modern teaching technologies including the use of computers and multi-media in lectures, laboratories, and distance learning environments.

5. Maintain a positive attitude toward work, students, colleagues and administration.

6. Oversee the attendance of new faculty attendance at orientation sessions concerning college policies, procedures, and facilities.

7. Assist in hiring both full-time faculty, adjunct faculty, & part-time staff as needed.

8. Assist new and continuing students in advisement capacity on courses and programs.

9. Maintain regular office hours and be available to provide help for students (5 hours per week office/online).

10. Work with concurrently enrolled students and faculty.

11. Develop and maintain articulation agreements with local applied technology centers and universities.

12. Assist and advise students in professional and student organizations.

13. Prepare course syllabi, outlines, daily plans, and associate materials.

14. Develop and implement strategies to enhance the quality and effectiveness of courses including curriculum development and review.

15. Maintain necessary records such as program and class enrollments; plus grades of student performance.

16. Assist in the preparation of appropriate college documents such as catalog, handbook, brochures, etc.

17. Actively assess program to determine effectiveness and meet all accreditation standards as defined by the Commission on Accreditation for Respiratory Care (CoARC).

18. Manage and verify operational processes and procedures such as teaching assignments, faculty loads, class and room schedules, class changes, etc.

19. Demonstrate an ability to be creative in planning and implementation of Respiratory Therapy objectives.

20. Will be under general oversight of the Associate Dean.

21. Become familiar with, and abide by, all college policies with immediate priority given to those policies that govern interactions with colleagues, staff, administrators, and departments throughout the organization.

22. Maintain professional etiquette in communications with students, staff, faculty, and administrators.

23. Work closely with department peers and administrator to understand processes and procedures that lead to becoming a successful teacher and contributing member of the academic unit.

24. Knows and enforces FERPA guidelines and other pertinent federal regulations.

25. Assists in maintaining a safe and secure campus environment.

26. Attends Convocation, Professional Development Day, Commencement and other institutional meetings (e.g. department meetings).

27. Completes required training and participates in professional development.

28. Knowledge of College operations, policies, and procedures. Knowledge of and experience with learning outcomes assessment. Ability to manage budget and staff.

29. Have excellent oral and written communication skills and be proficient in Microsoft Office Suite.

30. The ability to communicate effectively with a broad range of diverse people, culture, ethnic background, and abilities, to maintain good working relationships across the College.

31. The ability to work with all groups in a diverse academic, socioeconomic, cultural and ethnic background of community college students, faculty and staff, including those with disabilities and special needs.

Other duties as assigned.

**Preferred Qualifications**

• Masters degree from a regionally or nationally accredited agency recognized by the U.S. Department of Education (USDE).

• 2 years of teaching/leadership experience in an accredited respiratory care program; demonstrated scholarship activities; ability to integrate technology in Respiratory Therapy education; experienced with CoARC accreditation.

• Recent teaching experience highly preferred.

**Minimum Qualifications**

• Active and current Registered Respiratory Therapist (RRT) certification

• Currently licensed in the state of Utah, or the ability to acquire a Utah license

• Minimum of a BA or BS Degree

• A minimum of 4 years’ experience as a Registered Respiratory Therapist

• A minimum of 2 years’ experience in clinical care

• A minimum of 2 years’ experience with teaching/mentoring students from an accredited Respiratory Therapy program. Experience may include classroom instruction or mentoring within a clinical setting.

**Special Instructions**

Important Note:

1. A cover letter, resume, copy of transcripts, and a copy of your Respiratory Therapy State of Utah (or a memo detailing eligibility for license) ware required to submit the application.

2. A faculty appointment is offered on the condition of passing a criminal background check and a drug test through the College. In addition, official transcripts from the selected finalist are required.

3. The responsibilities of Program Coordinator are beyond the primary faculty position and are appointed at the discretion of the Academic Administration.

Applicants selected for an interview may be asked to participate in a teaching demonstration.

SLCC HR Department will conduct criminal background checks on the selected finalist. In addition, official transcripts from the selected finalist are required before offering employment.

SLCC offers a comprehensive benefits package for FT Faculty members. Please visit: <http://www.slcc.edu/hr/benefits/full-time-employees.aspx> for more information.

For information about this faculty position, please contact the Associate Dean of the Division of Allied Health: [rebecca.montz@slcc.edu](mailto:rebecca.montz@slcc.edu), or phone number 801-957-6229

FLSA Exempt

SLCC Information

Salt Lake Community College (SLCC) is fully committed to policies of equal employment and nondiscrimination. The College does not discriminate on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, genetic information, disability, religion, protected veteran status, expression of political or personal beliefs outside of the workplace, or any other status protected under applicable federal, state, or local law.

SLCC is a participating employer with Utah Retirement Systems (“URS”).

This position may require the successful completion of a criminal background check.

Apply online at: <https://jobs.slcc.edu/postings/46530>