

Chicago College of Oriental Medicine

180 N. Michigan Avenue, Suite 1919

Chicago, IL 60601

312- 368-0900

Job Description:	Faculty	Reports to:	Chief Academic Officer
Department:	Chinese Medicine	Course Name:	Introduction to Tui Na

Course Description:

Students will learn the principles and techniques of Chinese manual therapy via lecture, demonstration, and hands-on practice. Lectures will cover the background history and skills that are a part of Tui Na. The focus of this course will be placed on developing skills in the most basic manipulation techniques.

Qualifications and Education Requirements:

- Master's degree, equivalent experience, or certification in the discipline/subject area in which the instructor teaches
- Potential faculty members must satisfactorily participate in teaching demonstration

Essential Skills:

- Knowledge of the subject matter area
- Excellent speech, communication, and interpersonal skills
- Prior teaching experience preferred but not required
- Experience in the use of instructional tools preferred but not required

Roles and Responsibilities:

- Design and implement course materials and assessments for contracted classes
 - teach course subject using lectures/demonstrations, class discussion, and other appropriate modes of educational delivery
 - lead classroom instruction that promotes the educational and learning process while keeping with faculty academic freedom and responsibility
 - revise and maintain syllabi in accordance with Assessment Committee requirements for each contracted course taught
 - foster student development and communication
 - encourage student input and engagement
 - advise and mentor students in their academic and professional development
- Act as a role-model for students as they enter the discipline and profession in support of their acquisition of knowledge and competencies considered with training goals
- When student disciplinary actions are required:
 - incidents should be accurately documented and reported to the Chief Academic Officer (CAO); if the instructor is unable to resolve the issue, it should be escalated to the CAO



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- ongoing cooperation with administration, in accordance with the College's complaint procedure, is required until the incident is satisfactorily resolved
 - Hold office hours for a reasonable time for student advising, total faculty meetings, assessment activities, management meetings, etc.
 - Prep Time: Prepare course outline and syllabus, develop lesson plans, and engage in the selection of textbooks and other teaching aids necessary to the instruction of courses
 - Participate in program and curriculum development, including new course proposals and updates to existing courses when appropriate
 - Participate in faculty meetings, committees, and other activities related to the academic life of the program as needed
 - Stay up to date with the latest developments in the field of Acupuncture and Herbal Medicine and integrate them into the curriculum
 - Faculty members are expected to understand and uphold the college's Mission and Statement of Purpose
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This job description is designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of employees assigned to this job.

Chicago College of Oriental Medicine is an equal opportunity employer and does not discriminate based on race, religion, gender, age, sexuality, or gender identification.

