



Aspen University Faculty Job Description

JOB TITLE: Faculty

DEPARTMENT: Academic Affairs

GENERAL DESCRIPTION: All faculty (both full-time and adjunct) shall be held to the same expectations, policies and procedures while teaching at Aspen.

ROLE AND RESPONSIBILITIES

1. Complete all orientation and training expectations to prepare faculty to be effective in the classroom;
2. Teach approved courses within the designated program, as determined by the Dean/Program Director;
3. Adhere to relevant policies and procedures of the academic institution, school and degree program;
4. Clearly communicate learning expectations to students and support their achievement of those outcomes;
5. Refer students who do not meet expectations to campus resources for additional support;
6. Assess, evaluate, and document student learning activities and performance;
7. Provide timely and constructive feedback to student regarding assignments and clinical performance.
8. Participate in developing, implementing, evaluating, and revising the program of study including the curriculum and learning outcomes of the program to address state board and accreditor agency standards;
9. Participate in developing, implementing, evaluating and revising standards for the admission, progression, and graduation of students;
10. Participate in guidance of students towards graduation;
11. Together with the school and program leadership, participate in developing, implementing and evaluating written policies for faculty orientation, continuous learning and evaluation.
12. For roles and responsibilities as Preceptor, please refer to the [Clinical Handbook](#).

QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. Conferred degree from a CHEA accredited institution in the area of teaching assignment;
2. Appropriate license, credential and/or certification, as relevant to teaching assignment;
3. Demonstrated experience working in area of specialization (years of work-related experience varies by program);
4. Legal status to work in the United States;
5. Fluency in written and spoken English;
6. Competency with basic computer software and systems (MS Word, Excel, PowerPoint, Gmail)