



Bluefield State University

Job Vacancy Announcement

Open Rank Faculty & Director of Respiratory Therapy

(Full-time faculty position, anticipated for Fall Semester 2023)

POSITION TITLE: **Open Rank Faculty & Director of Respiratory Therapy**

JVA#: 2023-01

DEPARTMENT: School of Nursing and Allied Health

POSITION SUMMARY: The Director of the Bachelor of Science in Respiratory Therapy program is a full-time position responsible for the supervision of all program activities including limited instruction. The Director of Respiratory Therapy has authority and responsibility within the general policies of the University for the program of learning, recommendation of candidates for faculty appointment, retention, assessment and providing necessary information to meet requirements of initial and continued accreditation. The Director is responsible for creating the approved program and course proposals, obtaining initial accreditation as well as the daily operations, assessment, and continued accreditation of the B.S. in Respiratory Therapy degree completion program. The person in this position must understand the complete function of the University, its philosophy and objectives and the place of Respiratory Therapy education in the University curriculum. Additionally, the position requires teaching face to face or online/hybrid courses as assigned.

CORE RESPONSIBILITIES:

- Responsible for the design, development, revision, and assessment of curricula, including course objectives, instructional methods, learning outcomes, projects, and assessment measures using the program and course proposals and with the assistance of the Respiratory Therapy Advisory Committee.
- Secure clinical education sites for students. Submits and maintains affiliation agreements and contract requirements for clinical educational opportunities.
- Lead the search process to recruit and select high quality faculty and staff.
- Direct the processes to assure ongoing program accreditation and compliance.
- Possess the ability to work well and communicate effectively with prospective and current students, staff, faculty, administration, and colleagues and community partners in large and small settings.
- Work closely with Enrollment and Planning, Marketing and Communications, and other University stakeholders to ensure all parties are informed about the programs and recruitment efforts.
- Participate in professional organizations promoting advancement of the profession.
- Provide leadership, guidance, and educational support to the program, school and university.

- Ensure alignment of the program(s) to the University mission and the requirements of applicable regional and professional accrediting bodies.
- Responsible for faculty teaching assignments and the hiring of full time/part-time and adjunct faculty as well as assist in the mentoring of instructors.
- Provide students with an approved syllabus that includes course objectives and learning outcomes, teaching methodology, attendance policies in line with those of the School, texts and readings, assignments and deliverables, timelines and evaluation criteria.
- Provide engaging assignments that demonstrate the real-world applications of concepts covered.
- Use the University's learning management system to post syllabus, assignments and other materials and to communicate with students.
- Build and maintain relationships with professional organizations involved with the healthcare sector.
- Achieve initial provisional accreditation and maintain that status until appropriate time to apply for full continued accreditation.
- Support incorporation of diversity, equity and inclusion into the curriculum, as well as co-curricular experiences, to broaden the education of students and expand their knowledge of health disparities.
- Teach a minimum of two courses per semester within the Respiratory Therapy program.
- Take a supportive interest in the academic progress of each of his/her students.
- Maintain required office hours as assigned so that he/she may be available to the students for advising, remediation and to assist students toward achieving student success.
- Assist the dean in recruitment and retention activities including documented communication with students and administration regarding attendance and progress.
- Keep abreast of his/her academic discipline through continuing study, and/or active participation of his/her professional organizations.
- Attend commencement and convocations and to cooperate fully with the BSU Board of Governors, the President, the Provost and the Dean in promoting the interests of Bluefield State University and the respective school.

MINIMUM REQUIRED QUALIFICATIONS:

- Earned Master's degree from an accredited institution in Respiratory Therapy or related field of healthcare or education required. Earned doctorate in applicable field of study preferred.
- Proficient in curriculum design, evaluation, instruction, program administration and academic advising.
- Minimum of five years' full-time clinical experience in the professional discipline.
- Minimum of two years' experience as an instructor in a Respiratory Therapy accredited program.
- Must hold current certification in Respiratory Therapy and must maintain certification in good standing at all times.
- Commitment to undergraduate, graduate and/or professional education and student success.
- Excellent organizational and communication skills.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

- Experience with Commission on Accreditation for Respiratory Care (CoARC) accreditation including, but not limited to, writing self-studies, site visits, peer evaluator for nationally recognized agencies.
- Experience with data collection and analysis with a commitment to continuous improvement of processes, programs, and services.

COMPENSATION: Salary and rank is commensurate with qualifications and experience. Position is dependent upon available funding.

THE UNIVERSITY: The mission of Bluefield State University is to provide students an affordable, accessible opportunity for public higher education. A historically black institution, Bluefield State University prepares students for diverse professions, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society. More information about the University is available at www.bluefieldstate.edu.

APPLICATION PROCEDURE: Completed applications are to be submitted in electronic format only to humanresources@bluefieldstate.edu and must include:

1. Letter of interest specific to the position;
2. A completed BSU Employment Application (form available at <https://www.bluefieldstate.edu/jobs>);
3. Resume/CV;
4. Contact information for at least three professional references; and
5. Transcripts (unofficial transcripts are acceptable for the application process; official transcripts will be required of the selected candidate).

NOTE: Please **do not** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents. **Bluefield State University does not provide H1B visa or employment sponsorship.**

DATE POSTED: January 3, 2023

CLOSING DATE: Position is open until filled. For full consideration, applications must be received by 4:00 pm EST, Friday **February 3, 2023**. Applications will be accepted until position is filled; however, applications received after the deadline may not receive full consideration.

Bluefield State University is an HBCU, AA/EOE/ADA employer, committed to the principle that minorities, women, veterans, and individuals with disabilities are encouraged to apply. The university complies with all applicable federal and state laws designed to promote equal educational and employment opportunities. Bluefield State University does not provide H1B visa or employment sponsorship.