



Instructor
Department of Clinical and Administrative Sciences
College of Pharmacy, California Northstate University, Elk Grove, CA

Faculty Rank/Staff: Faculty

Job Classification: Exempt, Part Time

Status: 0.20 FTE

Location: Elk Grove Campus, with additional placement depending on clinical practice site.

Education: PhD, PharmD (Doctorate); ASHP-accredited residency, Fellowship, and/or equivalent post-doctoral training preferred.

Reports to: Chair(s) for the Clinical and Administrative Sciences Department

***Supervisory Responsibility:** None

Salary: \$18,020- a year.

CNUCOP is seeking an Instructor to support the College's educational mission through teaching, student academic support, and curriculum-related activities. The Instructor will contribute to student learning and development, assist with academic instruction and assessment, and support student preparation for the North American Pharmacist Licensure Examination (NAPLEX), as assigned.

Job Description:

- **Hours:** The Instructor will work hours as assigned by the supervisor. Teaching and student support hours will vary based on contracted effort and program needs.

Responsibilities:

- Serve as an instructor in courses designated by the Chair and utilize active learning strategies to achieve Student Learning Outcomes.
- Serve as the course coordinator for course(s) in the CNUCOP curriculum when assigned by the Chair.
- Develop syllabi in accordance with the Curriculum Committee guidelines and requirements.
- Serve as an evaluator, facilitator, or instructor in various courses based on the needs of the program.
- Provide instruction and academic support to students preparing for the NAPLEX, as assigned.
- Attend and participate in relevant meetings, such as Departmental meetings, All Faculty and Staff meetings, and University Town Halls.
- Collaborate with the Experiential Education Department in developing and maintaining ongoing preceptor development programs, newsletters, and continuing education.
- Collaborate with the Department of Pharmaceutical and Biomedical Sciences to optimize student development and learning.
- Collaborate with the Office of Student Affairs in student advising, professional development, mentorship, extracurricular professional activities, outreach, and community service.
- Collaborate with other faculty in areas of Interprofessional Education (IPE) and co-curricular programming and assessment.
- Assess student performance based on course deliverables.
- Report grades to students for class activities in a timely manner.
- Adhere to the principles of active learning and/or Team-Based Learning pedagogy.



- Report final grades in accordance with the requirements of the Office of the Registrar.
- Adhere to the Office of Academic Affairs' recommendations.
- Participate in College and University accreditation efforts.
- Create test questions, cases, and/or modules for assessment.
- Work with the Dean and accreditation team in all aspects of accreditation functions and activities, including collecting, organizing, analyzing, and presenting data to demonstrate compliance with applicable accreditation and regulatory standards, including but not limited to those established by the WASC Senior College and University Commission (WSCUC), California Bureau for Private Postsecondary Education (BPPE), and Accreditation Council for Pharmacy Education (ACPE).
- Collate student and faculty research activities, publications, grants, and other scholarly activities, as applicable, to demonstrate compliance with accreditation standards related to research and scholarly engagement.

Qualifications:

- PhD and PharmD degrees in a relevant field.
- Background in pharmacy education, teaching, or related academic activities preferred.
- Strong communication, organizational, and instructional skills.

Miscellaneous Requirements:

- Adhere to all legal requirements and privacy guidelines established by the College of Pharmacy and University, as well as applicable state and federal laws.
- Meet the physical requirements of the position, including sitting, standing, reaching, stooping, kneeling, and lifting as appropriate. Ability to hear telephone and in-person communication and maintain visual acuity.

Applicants should submit:

- Cover letter of interest that addresses qualifications, experience, and career goals (please include your reason of interest in working at California Northstate University)
- Resume/CV
- Names, addresses, and telephone numbers of at least three (3) professional references

Please send application materials to the HR Department at hr@cnsu.edu, or California Northstate University, 9700 West Taron Drive, Elk Grove, CA 95757.

California Northstate University is committed to providing equal employment opportunities to all employees and applicants, regardless of protected characteristics such as race, color, religion, sex, national origin, age, disability, or veteran status.