



Clinical 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: 1.0 FTE

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

Education: 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: \$97,000 per year.

This full-time faculty position will dedicate approximately 30% of effort to general faculty responsibilities, including student academic support and NAPLEX preparation, and 70% to the Office of Experiential Education (OEE).

The faculty member will work closely with the Department of Clinical and Administrative Sciences, the Office of Experiential Education, faculty, staff, students, and community preceptors to support student learning, experiential education operations, preceptor development, and program assessment. The position will combine teaching and academic support responsibilities with experiential education coordination and program support.

Job Description:

Working Hours: The faculty member will serve in the Department of Clinical and Administrative Sciences and work hours as assigned by the supervisor. Minimum teaching hours per year will vary based on the contracted effort. Approximately 70% of the position's effort will be dedicated to Experiential Education, with the remaining 30% dedicated to faculty responsibilities, including instruction, student academic support, and NAPLEX preparation.

Responsibilities:

General Faculty Responsibilities

1. Serve as an instructor in courses designated by the Chair and utilize active learning strategies to achieve Student Learning Outcomes.
2. Serve as the course coordinator for course(s) in the CNUCOP curriculum when assigned by the Chair.
3. Develop syllabi in accordance with the Curriculum Committee guidelines and requirements.
4. Serve as an evaluator, facilitator, or instructor in various courses based on the needs of the program.



5. Provide instruction and academic support to students preparing for the NAPLEX, as assigned, including review sessions, practice questions, and other learning activities to support student readiness.
6. Collaborate with faculty and relevant departments to identify student learning needs and provide appropriate academic support to strengthen student performance and NAPLEX preparation.
7. Attend and participate in relevant meetings, such as Departmental meetings, All Faculty and Staff meetings, University Town Halls, and other meetings as assigned.
8. Collaborate with the Experiential Education Department in developing and maintaining ongoing preceptor development programs, newsletters, and continuing education.
9. Collaborate with the Department of Pharmaceutical and Biomedical Sciences to optimize student development and learning.
10. Collaborate with the Office of Student Affairs in student advising, including professional development, mentorship, extracurricular professional activities, outreach, and community service.
11. Collaborate with other faculty in areas of Interprofessional Education (IPE) and co-curricular programming and assessment.
12. Assess students' performance based on course deliverables.
13. Report grades to students for any class activities in a timely manner.
14. Adhere to the principles of active learning and/or Team-Based Learning pedagogy.
15. Report final grades in accordance with the requirements of the Office of the Registrar.
16. Adhere to the Office of Academic Affairs' recommendations.
17. Participate in College and University accreditation efforts.
18. Create test questions, cases, and/or modules for assessment.
19. 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).
20. 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.
21. Serve on College and/or University-wide committees as assigned by the Dean.
22. Support other academic initiatives and perform additional responsibilities as assigned by the Chair, Assistant Dean, Dean, or other appropriate University leadership.

Experiential Education Responsibilities

1. Support faculty with academic-related tasks, including grading and entering academic and health data into relevant databases.
2. Assist with college and Experiential Education program activities as assigned.
3. Collaborate with college staff in proctoring student examinations and maintaining related academic documents.



4. Maintain student onboarding materials and records related to competencies, immunizations, licensing, and other experiential education requirements.
5. Monitor and coordinate supplies and materials needed by faculty and the Experiential Education team.
6. Maintain records of Experiential Education expenditures, including purchase orders, reimbursements, and budget accounts.
7. Attend Experiential Education meetings and prepare meeting minutes as needed.
8. Maintain and organize program records and documentation in shared folders.
9. Support Experiential Education activities and initiatives as directed by Assistant Dean.
10. Assist with planning, implementing, and hosting preceptor events and programs organized by the Experiential Education team.
11. Perform other related duties as assigned to support the effective operation of the Office of Experiential Education.

Qualifications and Preferred Experience

- An enduring track record of effectiveness in pharmacy practice and education, as well as experience in Clinical and Administrative Sciences or equivalent.
- Strong organizational, communication, collaboration, and problem-solving skills.
- Ability to collaborate effectively with students, faculty, staff, preceptors, and external partners.
- Ability to manage multiple responsibilities and prioritize tasks in support of academic and experiential education objectives.

Miscellaneous Requirements:

- Adhere to all legal requirements and privacy guidelines set forth by the College of Pharmacy and University, as well as state and federal law.
- Meet physical requirements; sit, stand, reach, stoop, kneel, lift, or other duties as appropriate. Ability to hear telephone and in-person communication, visual acuity.
- Maintain a clear and active Board of Pharmacy license, as appropriate.

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.