ESSENTIAL DUTIES AND RESPONSIBILITIES

COUNSELING PSYCHOLOGY DEPARTMENTAL SUPPORT & DEVELOPMENT

- Attend all departmental meetings, including:
  - Quarterly Faculty & Staff Council Meetings
  - Quarterly Department Management Council Meetings
  - Department Trainings, Gatherings, and Retreats
- Attend all departmental student events, including:
  - Student Orientations in Fall Quarter, and as directed in other quarters.
  - Closing Dinners for all cohorts
  - Quarterly student functions as requested by Department Chair(s)
  - Thesis Presentation Day
  - Dissertation defenses for committees on which core faculty member serves.
- Contribute to departmental planning and evaluation activities, including curriculum review, faculty search, program evaluation processes, creation and revision of departmental documents.
- Faculty must be able to come to campus for academic sessions, community events, and faculty related meetings.

INSTITUTIONAL SUPPORT & DEVELOPMENT

- Attend Commencement ceremonies
- Attend institutional events and gatherings as directed.
- Participate in Academic Senate and committee work as directed.

TEACHING

- Teach the equivalent of 18 units per year in the MA and/or PsyD Counseling Psychology programs (unit release may be accounted for in addendum contracts).
- Support departmental development of curriculum and pedagogy in the MA and/or PsyD Counseling Psychology programs.
- Provide substantive feedback on student papers, providing written feedback throughout the paper and at its end, including a written assessment and justification of the final grade. If a TA is utilized, it is the faculty member’s responsibility to review the TA’s work and ensure that they support comments and final grade.
• Prepare and submit all course materials in established timeframe, including course syllabi, reading list (with clarity on sources and editions), online content creation/review, and back-up plans for coursework to fulfill emergency planning needs.
• Incorporate cross-cultural perspectives and address relevant issues of diversity, equity, and inclusion (DEI) in the treatment of course subject matter.

ADMISSIONS ACTIVITIES
• Participate in 2 program breakout information sessions for the MA and/or PsyD Counseling Psychology programs at Pacifica Experience Days each year.
• Participate in 3 months of admissions file review for the Counseling Department each year.
• Participate in 4 scheduled Interview Days for the Counseling Department each year
• Support departmental admissions processes and developments.

STUDENT SUPPORT
• Respond to all student inquiries within 72 hours, per the Student and Faculty Handbooks
• Be available for student meetings during all academic sessions
• Post office hours which are the equivalent of one day per week, during which time students may meet in person or electronically.
• Serve as faculty mentor to students as assigned by Department Chair. Reach out to advisees and proactively assist them in completing the program in a quality way, making certain that they understand PGI policies and abide by them.

STUDENT REVIEW & EXAMINATIONS
• Administer 10 Oral Examinations for the MA Counseling Psychology Program OR 10 Comprehensive Examinations for the PsyD Counseling Psychology Program
• Administer Annual Assessments to PsyD Counseling Psychology students as assigned by Department Chair.

STUDENT RESEARCH
• Serve as Portfolio Thesis Advisor for 10 MA Counseling Psychology program students OR provide 10 PsyD Counseling Psychology dissertation commitments (a commitment equals one chair appointment or two reader appointments) OR an equivalent combination across the two program.

ASSESSMENT & ACCREDITATION
• Support departmental assessment and accreditation activities as directed.
• Abide by all BOP (Licensed Psychologist) guidelines and regulations.
• Participate in WASC visit and reporting activities as directed.

PROFESSIONAL DEVELOPMENT
• Maintain active Psychologist licensure
• Report any concerns or infractions regarding professional licensure to Department Chair immediately
• Participate in research, writing, publication, and continuing education activities.
INSTITUTIONAL CITIZENSHIP

- Claim one’s fair share of the collective work of the academic unit as a fully engaged faculty citizen of the Institute.
- Use one's professional agency to enhance the effectiveness of colleagues within and across the academic program(s) to achieve the work of the unit and institutional health.
- Participate in Chair-directed activities required to create, maintain, and improve the infrastructure that sustains the program and the institute as an effective social institution.

The preceding duties and responsibilities are subject to review and possible revision in conjunction with the annual evaluation process.

QUALIFICATIONS

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above and below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to read and comprehend complex instructions, correspondence and data; strong organizational, administrative, and time-management skills; strong verbal and written communication skills; ability to identify issues and creatively problem-solve on a variety of issues; effective presentation and interpersonal skills; strong ability to exercise sound and experienced judgment based on a thorough knowledge; and ability to engender respect from staff.

EDUCATION and/or EXPERIENCE
Psy.D., Ed.D., or Ph.D. in related discipline

CERTIFICATIONS AND LICENSES
Active licensure as a Psychologist.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to mediate and resolve issues; ability to determine issues and creatively problem-solve; ability to engage other departments in meaningful dialogue and articulate issues faced by the department; and ability to analyze the complex and make simple.

COMPUTER SKILLS
PC literate; MS Office (including Word and Excel).
General Office equipment.
PowerCampus experience preferred.
D2L experience preferred.

MISSION
Contributes to personal, cultural, and planetary concerns of this era through individual and/or collective activities and shepherd’s students in attainment of their educational goals.
APPLICATION INSTRUCTIONS

Please submit the following items for consideration:

1. Letter of interest
2. Curriculum Vitae
3. Three letters of recommendation

Send applications to:
Department of Human Resources
Pacifica Graduate Institute
249 Lambert Road
Carpinteria, CA 93013
hr@pacificag.edu