

**Core Faculty Job Description  
Counseling Psychology Department  
PsyD Counseling Psychology Program Focus  
2022-2023**

Academic Year: 2022-2023  
Job Title: Core Faculty  
Department: Counseling Psychology  
Supervisor: Department Chair(s)  
Status: regular, full-time, exempt

**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@pacifica.edu](mailto:hr@pacifica.edu)