



ACHS Faculty Position Description

About ACHS

American College of Healthcare Sciences (ACHS) has been providing excellence in holistic health distance education since 1978 and is accredited by the Distance Education Accrediting Commission (DEAC). ACHS specializes in accredited online graduate and undergraduate degrees, diplomas, certificates, and continuing education courses in integrative medicine fields including aromatherapy, herbal medicine, holistic nutrition, and more.

Our mission is to provide leadership in holistic health education through comprehensive professional online and on-campus education and high-quality natural products with a commitment to sustainable practices and principles.

ACHS is a Certified B Corporation™, devoted to excellence in education, sustainability, and ethical business practices. ACHS is a When Work Works award winner for 2017; Oregonian Top 100 Workplaces award winner 2017; ranked #5 on Oregon Business Magazine's Top Green Workplaces 2018, #5 in in 2017, and #12 in 2016; and named a Military Friendly school for nine consecutive years. For more information, visit www.achs.edu.

Position Overview:

ACHS is a learner-centric institution, and faculty are integral to the success of ACHS students and the academic integrity of ACHS programs. To achieve effective delivery of the curriculum and consistent and substantive interaction with students, faculty will:

- Complete the online ACHS Faculty Orientation and any other requisite trainings in a timely manner.
- Complete the Faculty Quality Assurance Review document embedded in each online course two weeks before the start of the semester, including a review of course learning outcomes and assessment.
- Contribute to academic planning and updates for the course(s) he or she is approved to teach and the programs that those courses support.
- Respond to student questions and comments in the class, within the learning management system (LMS) or via e-mail, telephone or other forms of communication, within 24-48 hours.
- Provide timely feedback to students to ensure 24-48-hour response times to student discussion board postings, virtual office posts, emails and other academic inquiries.

- Conduct weekly synchronous live lectures to support students to meet the course and module learning outcomes and to comply with federal requirements for substantive interaction.
- Provide reasonable support to students before and after the course start and end dates including to students with Incomplete grades.
- Monitor Dropout Detective for low-performing students and activate advisor alert for students that are not engaged in class.
- Respond to all ACHS administrative staff emails, phone calls and other communications within 24-48 hours.
- Complete six hours of annual continuing education relevant to the faculty's area of expertise and six hours of best practices in online teaching and then provide evidence of completed CE to ACHS annually in December.
- Complete other faculty duties as assigned.

Physical Demands

Requires prolonged standing or sitting. Requires frequent bending, stooping or stretching.

Working Conditions

Work is routinely performed in a shared office environment. Frequent contact with internal and external stakeholders is required.

ACHS is committed to equal opportunity and equal treatment for all qualified individuals and supports workforce diversity. ACHS does not discriminate nor will it tolerate discrimination against any person because of age, gender, gender-identity, color, race, national origin, religion, sex, sexual orientation, marital status, disability, veteran status, or any other class protected by law.

ACHS complies with Title IX of the Education Amendments of 1972, a federal law that prohibits sex discrimination in education, including but not limited to all forms of sexual harassment and sexual violence. Any person who files a complaint or participates in an investigation is protected from retaliation to the full extent of the law.

For questions regarding Title IX, please contact Melissa Trujillo, ACHS Title IX Coordinator, Director of Student Registration Support; office located at 5005 SW Macadam Avenue, Portland, Oregon 97239; 503.244.0726. For further information, you may also contact the U.S. Department of Education's Office for Civil Rights, through its website <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>, or by calling 1.800.421.3481.

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