



University of New Haven

**University of New Haven
Non-Tenure Rank
Academic Fieldwork Coordinator Faculty, Doctor of Occupational Therapy
Search #21-15F**

The Doctor of Occupational Therapy (OTD) program, based in the Department of Allied Health in the School of Health Sciences at the University of New Haven, is seeking to hire a full-time faculty member. This faculty member will serve as the founding Academic Fieldwork Coordinator of our new OTD Program. The position is non-tenure track. This is a position to be filled for Fall 2021.

The OTD program is second professional doctoral-level program in the School of Health Sciences and the fourth doctoral degree for the University of New Haven. The OTD program's mission is to prepare diverse and innovated occupational therapists as healthcare leaders and clinicians dedicated to enhancing people's participation in everyday occupations through excellence in implementing holistic evidence-based practice and innovative research to lead purposeful and fulfilling lives in a global society. The University of New Haven's Occupational Therapy Program utilizes experiential, collaborative, and discovery-based learning to engage students and faculty in an active learning community to advance human health and occupational performance in daily living through participation to meet the demands of a diverse and global society. The program offers an innovative curriculum through on ground and online instruction to best meet student needs.

The program is seeking a colleague qualified to direct the academic fieldwork process for the OTD program and collaborate with the program director as it grows and matures as a program seeking national recognition. The ideal candidate for this position will be effective at strategic planning, academic assessment, and student-focused leadership while meeting the following qualifications:

Essential Duties:

In Relationship to Fieldwork Sites:

- Administer and oversee the fieldwork component of the OTD Program, including outreach to prospective sites, and formulating and overseeing contractual agreements.
- Collect, compile and report pertinent fieldwork data and information required for program evaluation, accreditation, and curriculum decisions.
- Provide guidance and support, as needed and requested, by the fieldwork setting and serve as a resource person for the fieldwork education community.
- Communicate activities, news, and other relevant information from the academic program to the fieldwork setting.
- Serves as an active member of any Regional and National Fieldwork Consortium of area AFWCs (includes attendance at general meetings, attending the annual meetings, develop

educational materials and sessions for clinical educators, committee assignments, and serving as an officer, as elected).

In Relationship to Students:

- Interface with fieldwork educators supervising occupational therapy students regarding learning objectives and student performance in order to support quality educational experiences for students.
- Assign students to fieldwork placements.
- Visit as warranted fieldwork sites and/or communicate with fieldwork educators and students during rotations to monitor and facilitate student performance and progress (Level I and Level II Fieldwork).
- Address specific problems at fieldwork sites to support students as well as maintain collaborative relationship with sites.
- Regularly evaluate fieldwork settings through student feedback and/or visits to ensure quality fieldwork experiences.
- Update and maintain OT Student Fieldwork Manual.

Teaching:

- Participate in curriculum development.
- Develop and teach courses in the OTD Program as negotiated with the Program Director including at a minimum: all fieldwork related courses and any doctoral capstone and experience courses and clinical competency courses as assigned.
- Ensure courses and syllabi are current and available to all students.
- Demonstrate and maintain competency in knowledge and skills in teaching both in class and online as evidenced by supervisor, peer, and student evaluations.
- Documentation of expertise in areas of teaching responsibility and content delivery method (online or in class).
- Participate in team and/or interdisciplinary teaching.
- Use faculty development opportunities and teacher effectiveness tools to improve teaching.
- Supervise students on special projects including being a Capstone Faculty Mentor for (4-5+ students) per year.
- Maintain regular office hours; guide or support students who reach out for assistance; identify students who are struggling and need extra attention or support to be successful (through use of email, phone or other appropriate means of communication).

General:

- Attend all university academic events as required in faculty handbook
- Attend all University, College, and Program faculty meetings.
- Advise students in OTD program.
- Assist in the accreditation process.
- Participate in student recruitment and admissions activities including interview days.
- Must demonstrate the ability to support the mission of University of New Haven as evidenced by teaching and learning assignments, advising, and mentoring of students.
- Participate in professional activities and service to the University, School, community, and the profession.
- Engage in scholarly/clinical work related to area of interest on a regular bases and as required by expectations of the Program.
- Conduct applied research as relevant.

- Be assigned as a faculty mentor to doctoral capstone students as appropriate (4-5+ students/year).
- Engage with students via co-curricular activities.
- Any other functions as assigned by the OTD Program Director.

Minimum Qualifications:

- The academic fieldwork coordinator must be licensed as an occupational therapist (or eligible for licensure) in the State of Connecticut hold an active NBCOT registration as an OTR. The academic fieldwork coordinator must also hold or be eligible to be an active member of AOTA and ConnOTA.
- Doctoral degree (OTD, PhD, EdD, DHS, DHSc, etc.) from an institution that is accredited by a regional accrediting body required recognized by the U.S. Department of Education (USDE) required.
- The academic fieldwork coordinator must have a minimum of 5 years of documented experience as an occupational therapist. This experience must include:
 - Clinical practice as an occupational therapist with experience working with occupational therapy assistants and supervising occupational therapy students.
 - Administrative and supervisory experience including, but not limited to, program planning and implementation, record-keeping, and marketing/promotion.
 - Volunteer service to a professional organization in the role of or relevant to occupational therapy.

Preferred qualifications include:

- Academic appointment in adjunct/part-time or full-time capacity of 1+ at the post-baccalaureate/graduate level.
- Evidence of scholarship (e.g., scholarship of application, scholarship of teaching and learning) through publication or presentations.
- Employment is contingent upon successfully passing a background investigation. The hiring salary for this position is dependent upon qualifications and departmental equity.

The University of New Haven School of Health Sciences trains competent, caring health professionals by delivering innovative, interdisciplinary healthcare education and services that are student-centered, focused on excellence, with a global reach. The School aims to be a regional destination and nationally recognized leader for healthcare education and services at the forefront of healthcare for the 21st century. The School of Health Sciences is comprised of seven undergraduate and three graduate programs offered on its West Haven, Connecticut campus. The School's faculty include 55 full-time and clinical faculty, an on-campus Dental Center and a Health Sciences Simulation Laboratory.

The University of New Haven School of Health Sciences, launched in July 2018, is one of the most progressive health science schools in the US for its approach to integrate all health professionals—from technicians to physicians—in an interdisciplinary, interprofessional

educational experience focused on its three primary pillars: prevention, professional ethics, and health technology. The School has embarked upon a 10-year plan of launching one new academic program each year for the next 10 years. The School of Health Sciences has strong relationships with multiple health systems in the southern New England region that provide ample opportunities for research, community partnerships, and other collaborations. The University of New Haven's School of Health Sciences is one of first schools in the United States to pursue higher education certification from Planetree International. The partnership between the School of Health Sciences and Planetree International represents an unprecedented opportunity to develop and grow a health professions educational experience from the ground up with a person-centered care approach in mind.

The University of New Haven is committed to diversity and inclusion in higher education. The University seeks candidates whose teaching, research and/or service has prepared them to contribute diversity and inclusion in our academic community. Applicants are asked to submit a diversity and inclusion statement explaining how their teaching, scholarship and/or service, contributes to building and supporting diverse and inclusive communities. Interested candidates should submit a current *curriculum vitae*, a cover letter including teaching philosophy, recent teaching evaluations, a diversity and inclusion statement and contact information for at least three professional references to [Interfolio](#).

University of New Haven is an Equal Opportunity Employer