

Director of Clinical Training - Asst./Assoc. Professor
Hawaii Pacific University

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Posted Nov. 12, 2024, set to expire Mar. 13, 2025

Job Title	Director of Clinical Training - Asst./Assoc. Professor
Department	Psychology
Institution	Hawaii Pacific University Honolulu, Hawaii
Date Posted	Nov. 12, 2024
Application Deadline	Open until filled
Position Start Date	Spring or Fall 2025
Job Categories	Director/Manager Associate Professor Assistant Professor
Academic Field(s)	Psychology - Clinical
Job Website	https://www.hpu.edu/jobs
Apply Online Here	https://www.hpu.edu/jobs
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Job Description	

Assistant/Associate Professor - Psychology & Director of Clinical Training

Salary

\$90,000.00 - \$102,000.00 Annually

Location

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Honolulu, Hawaii

Job Type

Faculty - Regular Full Time

Job Number

02422

Department

OLA, Doctorate of Clinical Psychology

Opening Date

11/08/2024

Closing Date

Continuous

- [DESCRIPTION](#)
- [BENEFITS](#)
- [QUESTIONS](#)

Hawai'i Pacific University is designated as an Alaskan Native and Native Hawaiian (ANNH) Serving Institution by the US Department of Education. As such, we strive for accurate displays of the Hawaiian language in all our institutional materials. This includes the appropriate use of diacritical marks such as the 'okina and kahako. Unfortunately, at times external vendors and other third-party technology integrations do not support the use of these characters. Mahalo for your understanding.

Description

Job Summary:

Hawai'i Pacific University seeks a Director of Clinical Training and Assistant/Associate Professor of Psychology. Reporting to the Chair of the Department of Psychology, and working in close collaboration with the PsyD Program Director, the Director of Clinical Training (DCT) will take primary responsibility for clinical training aspects of the PsyD program. As DCT, they will have general

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oversight of clinical education and training, including both practicum and internship, clinical coursework, and the clinical content of comprehensive examinations. The DCT will be responsible for identifying, developing and maintaining a network of practicum and internship sites and for engaging with key clinical community stakeholders. In addition, the DCT will be expected to assist in program evaluation and assessment, the hiring process for faculty and staff, the administration and review of student evaluations, and marketing and admissions processes.

In addition, the DCT will cultivate a course of professional growth as a teacher and scholar while performing service to the department, college, university, and community. They will engage in scholarship activities, with priority for those which engage and enhance the academic and professional development of students. They are required to maintain competence in the academic field by remaining current in their own and related disciplines and in the most effective instructional methods. They will demonstrate effectiveness in the synthesis, interpretation, and communication of new knowledge. Their primary field of instruction will be psychology.

In addition to instructional and scholarly activity, they will participate in commencement, convocations and other university-wide events, and department and collegiate meetings in the week before the start of academic terms. Faculty presence and engagement is expected during academic terms that faculty have teaching responsibilities.

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This is a full time position. The DCT is expected to teach 12 credits per calendar year. The PSYD is a year-round program with required classes in Fall, Spring, and Summer semesters. This position is a 12 month position.

Hawai'i Pacific University (HPU) is a private, non-profit institution of approximately 3,500 undergraduate and 800 graduate students. Founded in 1965, it is Hawai'i's largest private university with its core campus in the heart of Honolulu's business district.

Qualifications:

Minimum Qualifications:

- A doctorate (PsyD or PhD) in Psychology with clinical emphasis
- 2 years of experience teaching in a doctoral program
- Ability to develop and maintain constructive and cooperative working relationships with others.
- Licensed to practice as a clinical psychologist

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Desired Qualifications:

- A doctorate (PsyD or PhD) in Clinical Psychology from an APA accredited program
- 4 years of experience teaching in a doctoral program
- Experience as Director of Clinical Training for a PsyD Program, or as Internship Director for a clinical Masters program in psychology (e.g., LCMHC, LPS, LCSW, or MFT)
- Experience with APA and WASC accreditation
- Demonstrated evidence of teaching effectiveness.
- Strong commitment to inclusivity and diversity, and ability to interact effectively with diverse cultures and ethnic groups.
- Excellent oral and written communication skills.
- Strong interpersonal skills.
- Ability to involve students in research program.
- Interest and/or demonstrated record of active involvement in faculty/student extracurricular activities (e.g., club organizations, program-wide presentations).
- Interest in program review.
- Skilled use of educational technology
- Experience with program development, especially the integration of cross-cultural principles across the psychological curriculum.
- Knowledge of local and national training and licensing requirements.

Other Qualifications:

- Candidates must be legally authorized to work in the United States. Visa sponsorship and relocation allowance is not available for this position.
- Must meet training and background check qualifications and comply with the Protection of Minors policy.
- Upon hire, it is required that the candidate have reliable personal transportation to facilitate travel between and to all HPU worksites and other locations which may be required by the position. This includes a valid driver's license and a personal vehicle that is legally registered and insured.
- This position may also require driving responsibility for an HPU vehicle. If this driving requirement is confirmed, you must meet training and background check qualifications and comply with HPU's Vehicle Driving policy.

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- Able to work all shifts and extended hours.
- Able to teach classes scheduled during days, evenings, and weekends.
- Able to teach classes at multiple locations on Oahu.
- Successful candidate will be able to work in an environment that utilizes excellent time and stress management skills.

Key Responsibilities/Essential Job Functions: *Note: Percentages are estimates*

Direct and Administer Clinical Practicum and Internships in the PsyD program(40%)

- Identifies, establishes and maintains contractual relationships with credentialing-appropriate practicum and internship sites
- Ensures the compliance of clinical internship experiences with the HPU PsyD program objectives and credentialing requirements
- Ensures sufficient availability of students' practicum and internship hours, and monitor students' professionalism and their overall ability to become licensed under Hawaii Administrative Rules Chapter 465
- Coordinates the placement of practicum and internship-trainees, including:
 1. Preparing students for the application process
 2. Advising them about different sites and on possible search
 3. Interview strategies, providing documentation
 4. Confirmation of students' status and answering any questions from potential practicum and internship sites
 5. Monitoring applications and success outcomes
 6. Working with students who do not place during the match to prepare and submit applications for placement via the clearinghouse
 7. Preparing information about placements to the PsyD Program Director for submission to APA
- Supervises practicum and internship students
- Monitors clinical experiences and troubleshoots situations involving practicum and internship trainees in community placement sites
- Designs, develops, and conducts orientations and professional development seminars and workshops for practicum and internship supervisors
- Oversee (in coordination with the PsyD Program Director and Department Chair) the clinical education aspect of the PsyD program, including content and quality of individual courses and the sequence of clinical courses
- Oversee students' pre-doctoral internships,
- Take primary responsibility for the Fitness to Practice procedures for remediation of problems involving

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students' academic or clinical work

- Oversee the clinical content of Comprehensive Exams
- Maintain and expand specific program competencies and student learning outcomes in accordance with APA accreditation standards
- In tandem with Psychology Department Chair, facilitate approval through HPU faculty and administration processes of any modifications of curriculum
- Provide feedback to practicum and internship students and their respective sites in a timely manner
- Conduct timely student evaluations and assessments
- Ensure students' practicum and internship hours, professionalism, and overall ability to become licensed under Hawaii Administrative Rules Chapter 465
- Participate in reviewing student applications, interviewing and selecting candidates for admission into the PsyD program
- Participate in all Psychology Department meetings
- Supports the work of the Psychology Department as required for a year-round program: fall, spring, and summer, including the possibility of working during HPU's winter break.

Teaching(35%)

Teaching is the primary responsibility of Regular Faculty and specific functions include, but are not limited to the following:

- Teach 12 credits (typically 4 courses) of clinical coursework in areas of specialization to suit program needs
- Develop a syllabus of course activities that meet the requirements of the course description or program chair, establishes appropriate student learning outcomes, and provides for appropriate class activities throughout the semester.
- Plan and deliver individual classes that conform to the syllabus and other requirements of the University.
- Demonstrate a command of the discipline and skill in presenting it effectively in the context of an integrated education.
- Maintain accurate and complete records on student participation and performance, use appropriate measures and evaluate student performance on the basis of established student learning outcomes, provide timely feedback to students and assign grades that are an accurate and fair evaluation of student work.
- Submit grades and any other required documentation in a timely manner.
- Administer student evaluations of faculty at the end of each course, review evaluation summaries and meet with department chair and dean to review.
- Post and maintain regular office hours at times reasonably convenient to students. Serve as an

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advisor to students to assist them in understanding the curriculum, especially within the major, and mentor them as they plan their degree programs and careers.

- In addition to formal course loads, bear a fair share of the faculty responsibility for supervising student research, professional internships, and independent study.
- Meet deadlines and follow the directions of the program/department chair, associate dean or dean of the college.
- Evaluate the teaching of colleagues through the process of peer review as requested.
- Prepare Professional Development Plans or Progress Briefs and reappointment/promotion applications according to established guidelines.
- Promote student success by following attendance related requirements found in the *Academic Affairs Policies and Procedures Manual*.
- Faculty not assigned to College of Professional Services (CPS) may be required to teach up to two courses per academic year on a Military Program campus, but no more than one per semester.

Scholarship and Professional Development(10%)

Faculty members are expected to serve as professional role models to students and colleagues in scholarly activity and in critical investigation and experimentation for the purpose of increasing human knowledge.

- Keep abreast of the new knowledge in the field to ensure courses, syllabi, instructional materials and techniques, and teaching methods are current and appropriate, and to participate where appropriate, in school or university-sponsored curriculum development programs and projects.
- Engage in distinctive course and academic program development efforts; to participate in professional colloquia, seminars, and workshops; and to share ideas and the results of scholarly and artistic endeavors with peers both at the university and in the larger academic/artistic community.
- Examples of scholarly activities and professional development include but are not limited to the following:
 1. Publication of research findings in peer-reviewed journal articles, academic papers, book chapters, books, or other writing normal to the discipline
 2. Obtaining internal or external research grants, fellowships, and other funding awards
 3. Department, college, university, state, national, and international honors and awards
 4. Invited presentations, exhibits, and performances
 5. Invited evaluations and reviews of the work of other professionals

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6. Participation on review panels for outside funding agencies
7. Service as either editor or referee for professional publications
8. Leadership of, committee work for, and participation in scholarly and professional organizations
9. Sustained activity in program development
10. Advanced study, certifications, and professional leadership seminars
11. Scientific research projects in psychology or closely related field involving undergraduate and graduate students.

University Service (10%)

Engage in service to the department, school or college, and the university in ways that extend and enrich the university's academic programs and its governance.

- Attend orientation programs and Faculty Assembly meetings and participate in academic duties.
- Participate in academic governance of department. Participate in committees; course, program and curriculum area coordination; curricular development and textbook selection; instructional workshops and activities within own curricular areas, policy and program review; or other learning assessments.
- Serve as representatives on school or college level and university level committees of the Faculty Assembly, as well as on other task forces and committees that assist the chair of the Faculty Assembly and/or the deans in the formation of academic policies and related matters.
- Assist with co-curricular activities to include organization of, participation in, or presentation of faculty forums or workshops; advising and sponsorship of clubs and societies; participation in, organization of, providing guidance and assistance to extra-curricular or co-curricular university events such as banquets, the literary magazine, the athletic program, intercultural events, theatrical productions, guest speaker forums, or graduation ceremonies.
- May include specific accomplishments as a voluntary or elected member of the Faculty Assembly or school or college level committee; curriculum area liaison; coordination of a course, program or discipline; mentoring other faculty; program review activities; coordinating training or other events; and recruitment activities.
- Colleges will further determine and articulate specific expectations for university service.

Perform other related duties as assigned(5%)

- Actively participate as an effective member of a team by completing assigned duties, accepting additional assignments or reassignments.

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- Assist with seasonal peaks.
- Engage in community service by providing volunteer assistance to an agency or organization, particularly as that assistance derives from professional knowledge and expertise or provide pro bono (unpaid professional) services to local, state, regional, national or international organization. Community service is not required except in certain departments when necessary to meet accreditation requirements as outlined in an individual department's promotion and review criteria.

This description is not designed to list all activities, duties or responsibilities which may be required for this job. Other duties, responsibilities and activities may be assigned at any time.

Agency

Hawaii Pacific University

Address

Waterfront Plaza
500 Ala Moana Blvd Ste 4-545
Honolulu, Hawaii, 96813

Phone

808-544-0243

Website

<http://www.hpu.edu/jobs>

EEO/AA Policy

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Hawai'i Pacific University is an Equal Opportunity Employer committed to fostering a diverse, equitable environment in which faculty and staff can excel irrespective of race, color, national origin, sex, disability, age, genetic information, sexual orientation, gender identity/expression, marital status, or any other protected class covered by state and federal law. Hawai'i Pacific University encourages applications from veterans and individuals with disabilities. A pre-employment background investigation is performed on candidates selected for employment.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

500 Ala Moana Blvd.
Honolulu, HI 96813