Didactic Program in Dietetics Position Description

POSITION: Director, Didactic Program in Dietetics and Assistant Professor; tenure track; 9-month appointment

REQUIRED QUALIFICATIONS: Registered Dietitian with earned doctorate in nutrition or relevant related areas; evidence of professional preparation in nutrition and dietetics; evidence of effective teaching at the college level at least 3 years post RD credentialing; evidence of capability to engage in and publish research and present at professional meetings; demonstrated knowledge and awareness of professional developments related to areas of expertise.

PREFERRED QUALIFICATIONS: Experience supervising graduate students; experience in grant writing and obtaining external funding; evidence of experience in working with students of diverse backgrounds; skill in utilizing instructional and computer technology; experience with CADE accreditation standards.

RESPONSIBILITIES:

DIDACTIC PROGRAM IN DIETETICS: The program director is responsible either personally or through delegation for directing the DPD program located in the Department of Family and Consumer Sciences at the University of Central Arkansas. In this context, the program director is responsible to assure that the program activities integrate effectively and efficiently with department operations. The program director is responsible to assure that the program meets the accreditation criteria established by the Accreditation Council for Education in Nutrition and Dietetics as stated below. Time allocation: 25%

- With input from Nutrition faculty updates the DPD Student Handbook including policies to ensure fair, equitable, and considerate treatment of prospective and enrolled students (such as program admission, retention, and completion policies). (3.1.1)
- Supervise professional and academic recruitment, advisement, evaluation, and career counseling of students. (3.1.2)
- Communicates with CADE regarding program requirements, maintenance and evaluation; Submits annual data report on enrollment to CADE; Maintains retention data; Timely submission of reports, and requests for major program changes; Submits requests to University officials for timely payment of annual fees (3.1.3, 3.1.6, 3.1.7)
- Provide eligible students with program Verification Statements; maintains verification files of program graduates. (3.1.4)
- Maintain student grievances per policy in DPD Student Handbook; documents policy awareness of students. (3.1.5)
- Conducts ongoing program assessment of DPD and student learning outcomes: Supervise the collection and analysis of data to support program assessment plan. (3.1.6, 3.1.8)
- Communicates with Nutrition faculty concerning program compliance with the CADE Accreditation Standards; Routinely reviews curriculum to maintain compliance with FKS statements. (3.1.7)
- Jointly chairs the Dietetics Advisory Committee with DI Director: Convenes the Advisory Committee for Dietetics Education Programs; communicates meeting outcomes with Nutrition faculty. (3.1.7)
- Keeps Department Chair informed of all proceedings pertinent to the DPD program
• Maintains and updates DPD information on FACS Department website through department Secretary

ACADEMIC: The program director will be an active member of the faculty of the Department of Family and Consumer Sciences teaching four courses each fall and spring semesters, conducting research, writing, and service activities, be active in appropriate academic and professional associations, and sponsor the Student Dietetics Association. In this context, the program director is responsible to assure that the teaching, scholarship and service activities support the mission, goals, and outcomes of the program. Time allocation: 75%
  • Teach four courses each fall and spring semesters (release time possible)
  • Teach summer courses on an as needed basis
  • Conduct research and submit articles for publication
  • Meets criteria for promotion and tenure according to Department, College, and University guidelines
  • Keeps Department Chair informed of all proceedings pertinent to teaching areas
  • Teaches nutrition courses in DPD program pertinent to profession-specific content areas as assigned by Department Chair
  • Maintains continuing education to support proficiency in teaching content areas