



Cummings Graduate Institute for Behavioral Health Studies  
2111 East Baseline Road, Suite E1, Tempe, AZ 85283  
Office - (480)-285-1761 Fax - (480)-999-5641  
[www.cgi.edu](http://www.cgi.edu)

**Position:** Master in Healthcare Leadership (MHL) Program Faculty Member

**Reports to:** Director of the MHL Program

**Status:** Contractual based on Cummings Graduate Institute's (CGI) academic terms

**Location:** Remote

**To apply:**

Email [hr@cgi.edu](mailto:hr@cgi.edu) with the following information:

1. Resume/CV
2. Unofficial transcript from the highest degree earned (official transcripts will be required if hired on for a contractual faculty appointments)
3. Cover letter explaining why you are interested in a faculty position at CGI

**About the Institution**

Cummings Graduate Institute is a nonprofit, DEAC accredited, online post-graduate institution of higher learning offering post-graduate education and training in the field of integrated behavioral healthcare, including the Doctor of Behavioral Health (DBH) degree, graduate certificate programs, and continuing education. CGI is focused on meeting the healthcare industry's need for a highly-skilled workforce to support an integrated approach to addressing patients' needs. To learn more about CGI visit, <https://cgi.edu/>.

**Institute Mission**

Cummings Graduate Institute of Behavioral Health Studies is dedicated to disrupting healthcare by preparing entrepreneurial integrated care professionals through innovative & affordable quality distance education programs, grounded in the Biodyne Model, and focused on delivering human-centered care, population health improvements, and medical cost savings.

**Master in Healthcare Leadership (MHL) Program Mission**

The mission of the Master in Healthcare Leadership (MHL) program is to prepare transformational healthcare leaders with strong foundations in population health management, strategic thinking, critical analysis, and innovative change management through a person-, provider-, and organization-centered perspective.

**Position Summary**

Cummings Graduate Institute (CGI) is seeking part-time instructors for the Master in Healthcare Leadership (MHL) Program at the rank of Faculty Associate. Responsibilities for this position include developing and teaching graduate courses, mentoring students, providing service to the program and university as well as to the community and profession, scholarly endeavors, and research.

The ideal candidate will present evidence of a commitment to the field of integrated healthcare, inclusive of a career of no less than five (5) years in a leadership and/or executive role in the healthcare field, including medicine, psychology or behavioral health, allied health, pharmacy, CMS or third party insurance, or C-suite executive experience.

Expected tasks for the faculty member include but are not limited to:



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- Completing course preparation requirements (i.e. updating syllabus, webinar selection, etc.) for the upcoming term no later than ten (10) days prior to the start of the term.
- Reviewing your email at least five (5) days of the week. Responding within 24 hours or one (1) business day to all student and CGI staff inquiries.
- Logging into your course a minimum of three (3) days of the week.
- Posting course announcements a minimum of one (1) time per week.
- Using webinars to apply course content (e.g. via case examples), answering any emerging questions, and synthesizing the course materials.
- Presenting course materials in a variety of different ways. Focusing on recent journal publications (ideally published in the last five (5) years), narrated "mini-lectures", videos (e.g. YouTube, TedTalks, etc.), and other creative ways to present content.
- Weekly academic engagement with students via webinar or discussion post but not necessarily both during the same week. Engagement means interacting with students via webinars, emails, phone calls, and/or text messages, as well as providing feedback on assignments, answering questions posed in webinars or via email, and making yourself available for discussion with students as needed related to their course learning.
- Posting grades with feedback (whether the student did well on the assignment or not) no more than seven (7) days following the due date; sooner, if the next assignment is designed to build upon the last.
- Tracking student progress weekly to identify and assist at-risk students promptly.
- Attending and participating in faculty gatherings once per term.
- Scheduling and attending a faculty evaluation meeting at the end of each term that you teach to review your recommendations for updates to the course content including assignments, reading materials, media, and course topical focus, as well as your performance as an instructor for the term. A standard rubric for this evaluation can be reviewed in the Faculty Handbook.
- All other duties and expectations of faculty members and/or instructors must be reviewed in the Faculty Handbook.

#### **Required Qualifications**

- Doctoral degree from an accredited institute in medicine, public health, behavioral health, psychology, nursing, medicine, allied health, or other related field
- If the faculty member has not earned a doctoral degree, they must demonstrate completion of a master degree in a related field relevant to the subject matter, including a minimum of five (5) years of professional leadership experience in healthcare (operations, finance, and/or clinical) and/or higher education experience.

#### **Desired Qualifications**

- Experience teaching courses at the higher education/graduate school level
- Demonstrated ability to communicate effectively with colleagues
- Experience mentoring graduate students
- Demonstrated effectiveness with online and in-person learning modalities

**Notice:** A background check (including a criminal record check) must be completed satisfactorily before any candidate can be offered a position with CGI. A criminal history does not disqualify you from employment.



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**Travel:** This position is remote and does not require travel.

**Equal Employment Opportunity:**

Cummings Graduate Institute for Behavioral Health Studies is an Equal Employment Opportunity employer. It is against Cummings Graduate Institute's policy for any employee to discriminate against an applicant for employment on the basis of age, color, disability, gender identity or expression, national origin, race, religion, creed, sex, sexual orientation, genetic information, pregnancy, as well as any other characteristic protected by state, federal or local law.