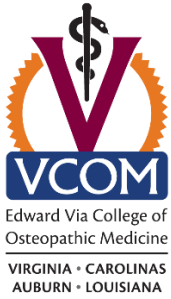


## Position Description



<b>Job Title:</b> Discipline Chair for Anatomical Sciences	
<b>Department:</b> Biomedical Affairs and Research	<b>Date:</b> November 2021
<b>FLSA:</b> Exempt	<b>Location:</b> Virginia Campus
<b>Employee Category:</b> T/R Faculty	<b>Work Schedule:</b> As directed in contract
<b>Reports to:</b> Associate Dean for Biomedical Affairs and Research	<b>Percent Employment:</b> 100%
<b>Direct Reports:</b> N/A	

I. **Job Summary:**

The Discipline Chair for Anatomical Sciences is a part of a larger Biomedical Division team. This position will oversee all aspects of the anatomy curriculum in the Pre-Clinical Blocks of the VCOM curriculum, including the gross anatomy and plastination laboratories. Candidates must have a doctorate degree from an accredited institution with formal training in at least human gross anatomy; additional training in neuroanatomy, histology and embryology is also preferred. Experience teaching these anatomical sciences at the professional school level is desired. The candidate should have a record of educational excellence, peer-reviewed scholarly work, and excellent organizational skills. This position will report directly to the Associate Dean for Biomedical Affairs within the Biomedical Division.

II. **Job Duties:**

1. Oversee the development, organization, and delivery of the anatomy curriculum lectures and laboratory exercises in all Pre-Clinical Blocks and integration into the clinical cases in all years.
2. Oversee the Director of the Anatomy Laboratory, assuring the laboratory regulations and safety, and the College specific functions held within that laboratory.
3. Oversee the Anatomy curriculum, including the anatomy and embryology content. Provide administrative oversight of the anatomy curriculum and faculty delivery of that curriculum, with the responsibility of delivering a high quality course of instruction and assuring the success of students in the curriculum.
4. Assure a case based curriculum for Anatomy exists that accompanies the classroom / laboratory instruction (alternated with laboratory sessions).
5. Provide classroom instruction in the anatomy curriculum (gross anatomy, histology, neuroanatomy and embryology).
6. Provide instruction in all anatomy laboratories.
7. Assure the College remains current with scientific trends within the discipline of anatomy.
8. Serve as a liaison for the College with the Anatomy Chairs on the other VCOM campuses, the curriculum committees, and agencies, as appropriate.
9. Work in a positive manner with the Associate Deans for Biomedical Affairs and Medical Education in delivering a quality curriculum that is considered one curriculum across campuses.
10. Participate in biomedical research and work in a positive manner with the Associate Dean for Biomedical Affairs to develop and seek funding for your research program.

11. Represent the College in a positive manner which facilitates a pleasant and productive work environment especially in interactions with students, faculty, staff, and in external arenas.
12. Participate in faculty development and faculty meetings.
13. Obtain/Maintain literacy in your field.
14. Be familiar with and adhere to the administrative and academic practices, policies and procedures of the College as set forth in the Faculty Handbook, College Catalog and College Policies Manual.
15. Submit an annual Faculty Activity Report.
16. Participate in interviews and service to the college as assigned by the Dean and/or Associate Dean.
17. Develop and direct program for human anatomical donation, cadaver preparation and preservation.
18. All duties as listed in employment contract
19. Perform other duties as assigned.

III. **Required Qualifications:**

1. Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues, including the hiring and annual evaluation of anatomy faculty and laboratory technician.
2. Ability to mentor anatomy faculty.
3. Ability to work effectively with diverse populations.
4. Ability to communicate effectively, both orally and in writing.
5. Knowledge of teaching methods, curricula, and education programs.
6. Ability to evaluate, design, and implement medical school curriculum, testing, and/or teaching methodologies.
7. Teaching and facilitation skills.
8. Skill in dissecting and demonstrating the entire human body, including the brain.
9. Ability to mentor professional students.
10. Knowledge of, and ability to apply, relevant current education methodologies and techniques.
11. Ability to gather and analyze data, and prepare reports.

Education: The candidate must have a doctorate degree in the anatomical sciences or related field from an appropriately accredited institution.

Licensure or certification: NA

Experience: The candidate must have formal training and a degree consistent with teaching in human gross anatomy and its sub disciplines with evidence of multiple years of prior teaching at the medical school or health sciences school doctoral program level. Candidate should have experience preparing the Discipline Chair to operate at the course director level and to oversee the laboratory.

Skills required for this position include:

- Knowledge of Anatomy, especially in area of medical anatomy
- Excellent interpersonal, communication, and organizational skills
- Strong team player
- Commitment to College values and Mission

- Basic computer proficiency
- Flexibility
- Initiative and creativity
- Reliability

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Preferences are given to applicants who have the following skills or attributes:

- Faculty member experience at the professional school level
- Training and teaching experience in additional anatomical sub disciplines including neuroanatomy, histology and/or embryology
- Experience as a course director, department chair or other administrative position

**Successful candidate will be subject to a criminal history background check.**

**Regular, reliable or predictable attendance is an essential function of the job.**

- IV. **Working Conditions and Efforts:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites, and the ability to organize, interpret, and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit, stand (or accommodate for standing); use hands and vision for teaching; use office equipment such as computers; speak to large and small groups of individuals for teaching; perform moderate telephone and poly-com communication/usage; occasionally be required to lift and/or move up to 50 pounds; drive distances up to five hours or to fly on occasion to other campuses or meetings.

Work environment: Office, classroom, laboratory constitute working environments. Outside travel required up to 5% of time. The noise level in the work environment is usually minimal. The pace of the work requires a rapid pace to synthesize and organize large volumes of material, while prioritizing duties.

**This position is classified as exempt, at the Professional level, because it requires the advanced knowledge of a “learned professional” in which to meet the job duty requirements.**

**Employment with VCOM is “at-will”. This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.**

- V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, the VCOM faculty/ staff are expected to dress and behave

in a professional manner at work. The VCOM faculty / staff are also expected to as a VCOM employee to be a person who follows all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns and residents and to treat all others engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College's most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction of the institution may change the duties of my department or the need for the position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approvals:**

Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Campus Dean: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_