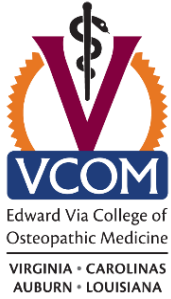


Position Description



Job Title: Discipline Chair for Pathology	
Department: Biomedical Affairs	Date: July 28, 2022
FLSA: Exempt	Work Location: Louisiana Campus
Employee Category: T/R Faculty	Work Schedule: As directed in contract
Reports to: Associate Dean for Biomedical Affairs and Research	Percent Employment: 100%
Direct Reports: N/A	

I. **Job Summary:**

The position requires the chair to be an academic leader who will fulfill the clinical, education, and research missions of the department. A solid understanding of the profession of Osteopathic Medicine is helpful. Good interpersonal and organizational skills are important to build and nurture relationships with different professionals on this campus, and with current and future affiliations. As a bridge between the biomedical and clinical sciences the chair must be ready to support the clinical, educational, and research demands of both divisions. The chair must be enthusiastic about the role of teacher, and show commitment towards disseminated research by this department. This position reports directly to the Associate Dean of Biomedical Sciences.

II. **Job Duties:**

1. Assure the delivery of the Pathology Curriculum
2. Must be prepared and up-to-date for each academic or other endeavor undertaken
3. Must provide a course that creates a solid foundation for the success of the students
4. Must build relationships with other professionals that will assist with the success of the school
5. Participate in research with the biomedical and/or clinical faculty providing pathology analysis when opportunities present.
6. Serve as a Pathology consultant with respect to VCOM research.
7. Must fulfill any administrative demands needed by the department, division or school.
8. Must assess and review the performance of the department and make adjustments as needed, including faculty development.
9. Assure the College remains current with scientific trends within the discipline of anatomy.
10. Serve as a liaison for the College with other academic sites, and agencies, as appropriate.
11. Work in a positive manner with the Campus Dean and the Associate Dean for Medical Education for the development of the Biomedical Division and the integrated curriculum.
12. 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.
13. Participate in faculty development and faculty meetings.
14. Obtain/Maintain literacy in your field.
15. 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.
16. Submit an annual Faculty Activity Report.

17. Participate in interviews and service to the college as assigned by the Dean, or Associate Dean.
18. Perform other duties as assigned.

III. **Required Qualifications:**

Education: D.O. or M.D. degree with successful completion of an approved residency in Pathology

Licensure or certification: American (Osteopathic) Board of Pathology certification in Anatomic and/or Clinical Pathology; Current active Louisiana medical license.

Experience:

- Proven record of success in professional academic education
- Proven record of responsible program administration
- Current active performance that demonstrates up-to-date knowledge of the discipline of Pathology
- A record that shows a commitment towards the improvement of programs

Skills required for this position include:

- Excellent interpersonal and communications skills
- Strong team player
- Commitment to institutional values
- Basic computer proficiency

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

- Good presentation skills
- Ability to efficiently use PowerPoint, spreadsheets, internet and other organizational tools, and ability to search for and find current medical information
- Working knowledge of the current policies and procedures governing medical education

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 polices. As the environment is a professional college, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. VCOM faculty/staff are expected as VCOM employees, to be a person who obeys 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:

Division Officer: _____

Date: _____

Dean: _____

Date: _____

President/Provost: _____

Date: _____