



Position Description

Job Title: Pharmacology Faculty, Virginia Campus	
Department: Biomedical Science	Date: December 2021
FLSA: Exempt	Work Location: VA Campus
Employee Category: T/R Faculty	Work Schedule: Regular full time
Reports to: Chair, Biomedical Sciences	Percent Employment: 100%
Direct Reports:	

I. **Job Summary:** Provide pharmacology instruction for medical students across a two year, pre-clinical curriculum; work in collaboration with the Discipline Chair for Pharmacology, conduct research and other scholarly activities with the goal of publishing peer-reviewed publications and obtaining/maintaining extramural funding for these endeavors; remain current in professional areas of interest and participate in professional societies and activities, participate in all assigned, required, and other related professional services and activities in the college.

II. Job Duties:

1. **Teaching:** Participate in the development, organization, and delivery of pharmacology lectures, small group cases, flipped classroom-reviews in pre-clinical blocks, as assigned by the Dean and the Chair for Biomedical Sciences. Obtain and maintain literacy in your field. Approximately 40% time.
2. **Research:** Participate in a research program with participation in the organization, planning, and grant writing efforts to obtain external funding for the program. Includes conducting scholarly activities, such as publication of research work in peer reviewed journals, attendance at regional, national and/or international conferences and meetings and presentation of research in posters and/or speaking engagements at such meetings. Approximately 50% time.
4. **Service:** Participate in student candidate interviews, student advising, College committees and service to the College as assigned by the Dean. 10% time.
5. **General:** 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.
 - a. Work in a positive and productive manner with the Dean, the Chair for Biomedical Sciences and the Discipline Chair for Pharmacology in all areas of work.
 - b. Represent the College in a positive and productive manner in external and internal arenas.
 - c. Participate in faculty development and faculty meetings.
 - d. Submit an annual Faculty Activity Report.
 - e. Perform other duties as assigned or required by the Dean.

III. Required Qualifications:

Education: PharmD degree or PharmD-PhD or equivalent degree, including DO or MD degrees with demonstrated experience teaching medical pharmacology courses.

Licensure or certification: *Not required*

Experience:

- Teaching experience at the graduate or medical school level
- Postdoctoral experience in a field of biomedical research
- A strong record of scholarly activity that includes development of /participation in a research program with publications in peer reviewed journals
- University committee participation
- A record of community service
- Ability to mentor students

Other skills important to this position:

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

Preferences: Although not essential, preferences may be given to applicants who have the following skills or attributes.

- have an active research program with history of extramural funding

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.

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. 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: _____