

Position Description



Job Title: Anatomical Sciences Faculty	
Department: Biomedical Affairs	Date: March 2026
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:	

I. **Job Summary:** To teach medical school students in Anatomy and Physiology across a two-year preclinical curriculum, conduct research/scholarly activities and provide service to the institution. Participate in the research program including organization, planning and writing grants to seek external funding for the program.

II. **Job Duties:**

1. Provide lectures to 1st year and 2nd year medical students in Anatomy and Physiology assuring all lecture materials are of high quality.
2. Provide students with additional instruction and remediation within the Anatomy and Physiology curriculum as needed.
3. Work closely with the Discipline Chairs for Anatomical Sciences and Cell Biology/Physiology to seek continuous quality improvement in the related curriculum.
4. Participates in a research consortium and research program including writing grants and publications in original scientific manuscripts.
5. Participate in medical student interviews, college committees and represent the college in a positive and productive manner.
6. Perform other duties as assigned.

III. **Required Qualifications:**

Education: Requirements for this appointment include a Ph.D., a well-established record in research, and a proven record of effective teaching and concern for education.

Experience:

1. Three-five years teaching and research preferably at the medical school level.
2. Rank is flexible, however, faculty with broad based teaching experience in anatomy or physiology are strongly encouraged to apply.
3. Evidence of success in research funding and peer review publications is expected
4. Faculty with the ability to acquire external funding are strongly encouraged to apply.

Skills required for this position:

Excellent interpersonal and communications skills

Strong team player

Commitment to company values

Basic computer proficiency

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

- have an active research program
- membership on a grant review board

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. 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: _____