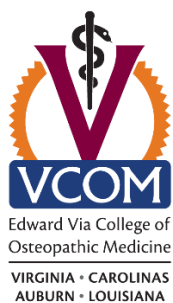


Position Description



Job Title: Anatomical Sciences Faculty	
Department: Biomedical Affairs	Date: July 2026
FLSA: Exempt	Work Location: Carolinas Campus
Employee Category: T/R Faculty	Work Schedule: As directed in contract
Reports to: Associate Dean for Biomedical Affairs	Percent Employment: 100%
Direct Reports: N/A	

I. **Job Summary:**

The candidate will teach Anatomy and Physiology to medical students and actively participate in Anatomy lecture and laboratory curriculum development in collaboration with the Discipline Chair for Anatomy. The candidate will conduct research and other scholarly activities with the goal of obtaining/maintaining extramural funding for these endeavors; remain current in professional area of interest and participate in professional societies and activities, participate in all assigned, required, as well as other related professional services and activities in the college. The faculty member will also teach in physiology in their areas of anatomical and physiological expertise.

II. **Job Duties:**

1. **Teaching:** Provide instruction in Anatomy (Lecture and Laboratory) in 1st and 2nd year medical curriculum as assigned by the Campus Dean. Will also teach up to 10 hours of physiology or other areas of expertise. Obtain and maintain literacy in your field.
2. **Research:** Participate in biomedical, clinical or educational 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. Mentor VCOM students on research – generally two groups of 4 or 5 students.
3. **Service:** Participate in candidate student interviews, College committees and service to the College as assigned by the Dean.
4. **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 Associate Dean for Biomedical Affairs and the Associate Dean for Medical Education, and Discipline Chair for Anatomy 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.

III. **Required Qualifications:**

Education: PhD with educational content in Human Anatomy and Physiology, or equivalent level healthcare degree, including DO or MD. Relevant experience in teaching Anatomy lecture and laboratory is a plus.

Licensure or certification: N/A

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 and participation in a research program with publications in peer reviewed journals.

Skills and duties that are essential for the position:

1. Ability to work effectively with diverse populations.
2. Ability to communicate effectively, both orally and in writing.
3. Knowledge of teaching methods, curricula, and education programs.
4. Ability to evaluate, design, and implement medical school curriculum, testing, and/or teaching methodologies.
5. Teaching and facilitation skills.
6. Ability to mentor professional students.
7. Knowledge of, and ability to apply, relevant current education methodologies and techniques.
8. Ability to gather and analyze data, and prepare reports.

Additional skills and performance duties important to employment by the College:

1. Excellent interpersonal, communication, and organizational skills
2. Strong team player
3. Commitment to College values and Mission
4. Basic computer proficiency
5. Flexibility
6. Initiative and creativity
7. Reliability

Preference is given to those applicants who have the following skills or attributes.

1. Faculty member experience at the professional school level
2. 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 accommodation 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) for long periods of time; 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, disability, or protected veteran status.

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.