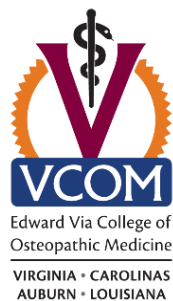


Position Description



Job Title: Anatomical Sciences Faculty	
Department: Biomedical Affairs	Date: July 2026
FLSA: Exempt	Work Location: Virginia Campus
Employee Category: T/R Faculty	Work Schedule: As directed in contract
Reports to: Chair, Biomedical Sciences	Percent Employment: 100%
Direct Reports:	

- I. **Job Summary:** Provide anatomy and physiology classroom instruction and anatomy laboratory dissection instruction for medical students across a two year, pre-clinical curriculum, and anatomy classroom and virtual laboratory instruction for post-baccalaureate students in a one semester class; participate in anatomy curriculum development in collaboration with the Discipline Chair for Anatomy; 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 anatomy lectures, and anatomy dissection laboratory instruction, along with ultrasound instruction in the pre-clinical medical curriculum and anatomy lecture and virtual labs in the post-baccalaureate program, as assigned by the Dean and Associate Dean. 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. Include students in research activities to the extent possible. 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 Associate Dean for Biomedical Affairs and the Associate Dean for Medical Education, and Discipline Chair for Microbiology and Immunology 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.

Required Qualifications:

Education: PhD in Anatomy, Anatomical Sciences or equivalent degree, including DO or MD, with relevant experience in teaching anatomy lecture and laboratory.

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 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.

- III. **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.

- IV. **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.

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: _____ Date: _____