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.

Other skills important to 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.

Physical demands: While performing the duties of this job, the employee is required to sit, stand, and ambulate often (independently or with assistance of a device); required to use hearing, hands and vision for classroom teaching and communication as well as for use of office equipment (computers, phones, copiers, and other equipment); and must have excellent communication skills to speak with students, staff, faculty, and the public. The position includes expectations for the employee to lift and/or move items within normal weight (up to 50 pounds) from time to time in the office.

Work environment: Office environment. Outside travel required up to 5% of time. The noise level in the work environment is average for a busy academic environment.

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.

**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. The VCOM faculty/staff are also expected to as a VCOM employee to be a person who follows 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 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.

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.

Employee Signature: _____________________________   Date: _______________

Approvals:

Associate Dean: _____________________________   Date: _______________
Dean: _____________________________   Date: _______________
President: _____________________________   Date: _______________