Position Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Discipline Chair for Immunology</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Biomedical Affairs</td>
</tr>
<tr>
<td>FLSA:</td>
<td>Exempt</td>
</tr>
<tr>
<td>Work Location:</td>
<td>Louisiana Campus</td>
</tr>
<tr>
<td>Employee Category:</td>
<td>T/R Faculty</td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>As directed in contract</td>
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<tr>
<td>Reports to:</td>
<td>Associate Dean for Biomedical Affairs, Campus Dean</td>
</tr>
<tr>
<td>Employment Status:</td>
<td>Full-Time</td>
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I. **Job Summary:**

The Discipline Chair will serve as the Course Director for the Immunology course and for content in the Discipline in the Clinical Medicine course small group cases. The Chair will teach medical students Immunology across a two-year preclinical curriculum, to conduct research and scholarly activity, and to provide service to the institution. The Chair will also coordinate and integrate the basic science discipline with the clinical curriculum and to work collaboratively with the Virginia, Carolinas, and Auburn campus faculty to ensure that the learning objectives, curriculum, and testing methods are consistent across campuses. The Chair will provide leadership in research together with the Virginia, Carolinas and Auburn campuses, and assist faculty in the discipline and related disciplines in grant writing efforts to seek extramural funding.

II. **Job Duties:**

1. Oversee the development, organization, and delivery of the Immunology lectures, small group cases, flipped classroom-reviews, and to oversee any Immunology instruction in the Pre-Clinical Blocks. To provide from time to time Immunology content/expertise for integration into the clinical years.

2. Serve as the Course Director for Immunology Course in Block 1, preparing the syllabi with all instruction, objectives, and preparing all exams for the course annually. Work collaboratively with the Chairs on the other 3 VCOM campuses to assure consistency in content, objectives, and exam methods across campuses.

3. Provide classroom lectures and provide flipped classroom designed instruction to review the small group case presentation curriculum in Block 1. The Block 1 course constitutes approximately 1 credit hours annually.

4. Provide Immunology content for the small group cases presented in immunologic disorders / diseases in the clinical medicine course.

5. Update the Immunology curriculum on an annual basis, in cooperation and collaboration with the Chairs from the other 3 VCOM campuses, assure a common curriculum, objectives, and exam methods. Attend the Curriculum retreat annually.

6. Perform research in an area related to your field of expertise and provide scholarly activity annually. Be active in seeking and obtaining funding for that research. Mentor junior faculty and students in research.

7. Assure the College remains current with scientific trends within the discipline of Immunology.
8. Serve as a liaison for the College with other academic sites, and agencies, as appropriate.
9. Work in a positive manner with the Campus Dean and the Associate Dean for Medical Education for the development of the Biomedical Division and the integrated curriculum.
10. Represent the College in a positive manner which facilitates a pleasant and productive work environment especially in interactions with students, faculty, and staff.
11. Participate in faculty development and faculty meetings.
12. Attend all Biomedical Division and Research meetings held by the College.
13. Obtain/ maintain literacy in your field.
14. 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.
15. Submit an annual Faculty Activity Report.
16. Participate in student candidate interviews and service to the college as assigned by the Dean, or Associate Dean.
17. Perform other duties as listed in the contract and as assigned by the direct supervisor or Division Officer.

Recognize also that duties of the position may change for the purposes of reorganization or as Division goals change or as with growth as institutional goals and objectives change.

III. Required Qualifications:
Education: Ph.D. in Immunology, fellowship training, research and faculty development or D.O. or M.D. degree with documented expertise in Immunology and Inflammatory/ Allergic Diseases.
Licensure or certification: N/A
Experience: At least 3 years teaching and research experience. Teaching is preferable at the graduate level and in medically related immunology. Research with publication(s) in peer-reviewed journal(s); expertise in curriculum development /implementation. Experience in development and implementation of a research program a must and oversight of graduate, medical and postdoctoral fellows preferred.
Prior externally funded research a plus and preferred.

Skills and duties that are essential for the position:
1. Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
2. Mentoring of students and laboratory personnel in a positive and productive manner.
3. Ability to mentor junior faculty in research and scholarly activity.
4. Ability to work effectively with diverse populations.
5. Ability to communicate effectively and positively both orally and in writing.
6. Knowledge of teaching methods, curricula, and education programs.
7. Ability to evaluate, design, and implement medical school curriculum, testing, and/or teaching methodologies.
8. Teaching and facilitation skills.
9. Ability to teach and mentor professional students.
10. Knowledge of, and ability to apply, relevant current education methodologies and techniques.
11. Ability to gather and analyze data, and prepare reports and publications.

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
8. Flexibility and positive attitude in updating/revising curriculum to stay current with national trends and with curriculum direction of the College.

While not required preference may be 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
3. Productive research program and scholarly activity

Successful candidate will be subject to a criminal history background check.

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 polices. 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: ________________

Campus Dean: ____________________________  Date: ________________

President: ____________________________  Date: ________________