I. Job Summary:
Teach Genetics and Cellular Biology to medical students and actively participate in
curriculum development in collaboration with the Discipline Chairs; 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.

II. Job Duties:
1. Teaching: Provide instruction in Genetics and Cellular Biology in the 1st and 2nd
year medical curriculum as assigned by the administration. Obtain and maintain
literacy in your field. Equivalent to 40% time.
2. Service: Equivalent to 10% time: Participate in candidate student interviews, College
committees and service to the College as assigned by the Campus Dean.
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 Campus Dean, the
      Associate Dean for Biomedical Affairs and the Associate Dean for Medical
      Education, and Discipline Chair for Cellular Biology and Physiology 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 all duties as outlined in the employment contract.
3. Perform other duties as assigned or required.

III. Required Qualifications:
Education: PhD in Genetics, Cellular Biology, Physiology or equivalent degree, including
DO or MD, with relevant experience in teaching Physiology lecture and laboratory.
Licensure or certification: None
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 Publications in peer reviewed journals
- University committee participation
- A record of community service
- Ability to mentor students

Skills required for this position include:
- Excellent interpersonal and communications skills
- Strong team player
- Commitment to institutional mission and values
- Basic computer proficiency

Preferences are 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 occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 30 pounds.

Work environment: Office environment. Outside travel required 5% of time. The noise level in the work environment is usually minimal.

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:

Division Officer: ____________________________   Date: ______________
Dean: ____________________________   Date: ______________
President/Provost: ____________________________   Date: ______________