Position Description

<table>
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<th>Job Title: Pharmacology Faculty</th>
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<tr>
<td>Department: Biomedical Affairs and Research</td>
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<td>FLSA: Exempt</td>
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<td>Employee Category: T/R Faculty</td>
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<tr>
<td>Reports to: Associate Dean for Biomedical Affairs and Research</td>
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<td>Direct Reports: N/A</td>
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I. **Job Summary:** Teach Pharmacology to medical students and actively participate in microbiology and immunology curriculum development in collaboration with the Discipline Chair for Pharmacology; 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 Pharmacology for medical and students as assigned by the Dean and/or Associate Dean. 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.
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 Pharmacology 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 in Pharmacology, PharmD, or equivalent degree, including DO or MD, with relevant experience in teaching Pharmacology lecture.
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

The 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 50 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 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/Provost: ___________________________    Date: ______________