

Burrell College of Osteopathic Medicine

Faculty Handbook

Faculty Job Description

The College provides a job description during the recruitment process and to each employed faculty member at the time of hiring. Faculty will be made aware of any subsequent revisions that may be adopted by the College at its sole discretion. The following describes the general duties and responsibilities of the faculty as they appear in the *Job Description*.

Summary:

This position demonstrates daily the Burrell College of Osteopathic Medicine's value for respect, trust, integrity, teamwork and a commitment to a *one team-one goal culture*. This position reports directly to the Department Chair and participates and assists colleagues in the planning, directing and implementation of college programs, policies and procedures, and to assist in the development of curriculum which integrates the different specialty areas in a team-based, large and small group learning environments.

The responsibilities for this position may include some or all of the following: teaching, student advising, research and creative activities, service, clinical practice, and administrative responsibilities. In addition, other responsibilities may include student recruitment, retention, and placement efforts.

Essential Duties and Responsibilities:

- Design, implementation, evaluation and revision of the curriculum.
- Instructional responsibilities, including: preparation of lectures or other teaching materials; time spent in the classroom, laboratory, clinical sites, or other teaching situations; maintaining and improving competence in subjects being taught; preparing teaching materials; conferring with students on course materials; directing individual and group studies and practice; reviewing written examinations and papers; supervising independent study projects, and professional peer review are essential features of effective teaching.
- Contribute to the formulation of the policies and procedures for, and delivery the instructional, research and service programs of, the BCOM.
- Establishment of requirements for degrees and certificates. Make recommendations through the Dean and the President to the Board of those candidates who have fulfilled the requirements for degrees and certificates.
- Establishment of standards for examinations, grading, academic standing, and attendance.
- Contribute to development and promulgation of the academic calendar.
- Participate in establishment of regulations and procedures under which the Faculty operates.
- Advisement of students on issues relating to academic, curricular and career matters.
- Develop scholarly investigation, to include student participation in research and mentoring student-driven scholarship. and pursue external resource funding
 - ❖ Participate in institutional and departmental educational research activities including study design, data generation and analysis, manuscript preparation and submission.

Burrell College of Osteopathic Medicine Faculty Handbook Faculty Job Description

- ❖ Develop an independent program of scholarly endeavor (basic, translational, clinical, or educational research; educational materials/programs development, etc.).
- ❖ Provide supervision and evaluation of medical students and their scholarly projects.
- Collaborate in research and scholarly activities with Faculty colleagues, as appropriate.
- Engage in clinical practice as appropriate, to the percentage of time allocated to those faculty assigned to clinical practice obligations.
- ❖ BCOM recognizes that a hallmark of quality clinical practice is continuing medical education and continuing professional development.
- Engage in administrative activities, to include responsibilities and assignments to the department, faculty committees, college committees, prospective student interviews, and other participation as directed.
- Participate in faculty development and meetings.
- Represent BCOM in a positive and productive manner in areas assigned by the Department Chair and/or the Dean.
- Obtain/maintain proficiency and literacy in the discipline/field.
- Be familiar and adhere to BCOM's administrative and academic practices, policies and procedures as set forth in the Faculty Handbook.
- Serve on departmental governing bodies and committees as professional service, which implies the use of academic and professional expertise to serve your profession and the community.
- Assist in establishing requirements for admissions; development of criteria and procedures for selection of students; and via the Admissions Committee, recommendation of student for admission.
- Demonstrate commitment to the principles of diversity and inclusivity of the departmental faculty and staff.
- Participate in and successfully complete all BCOM required training including, but not limited to discrimination/harassment and code of conduct.
- Perform other job related duties and special projects as assigned.

Essential Skills:

- Demonstrate high level of academic instruction to BCOM students
- Provide full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Demonstrate ability to work collaboratively and effectively across disciplines with administrators, faculty, and students.
- Must be in good standing among all professional and governmental organizations.

Burrell College of Osteopathic Medicine

Faculty Handbook

Faculty Job Description

- Excellent communications, interpersonal, organizational, time management and presentation skills.

Minimum Qualifications and Experience:

- DO (from a COCA-accredited medical school), MD, PhD, or EdD, or a terminal degree in a related/educational/professional informatics field.
- Board certification by the appropriate AOA or ACGME specialty board, as required.
- Knowledge of instructional technologies is desirable.

Preferred Qualifications:

- Additional training or experience in educational theory and/or evaluation.
- A substantial record of success as an educator with experience in teaching foundational concepts which are relevant to medical education.
- Experience using innovative teaching methods which might include team-based learning, ‘flipped classroom’, problem-based learning, distance learning, interactive large group presentation, audience response systems, curriculum delivery systems (e.g. Blackboard), and proficiency in exam item writing (USMLE and/or COMLEX-style).
- Experience with curricular and instructional design.

Physical/Mental/Visual Demands and Work Environment:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals to perform the essential functions.

- This job is conducted in an academic work environment, requiring sitting and standing most of the time.
- Approximately 90% of this position’s duties require use of a computer.
- Must be able to exert up to 20lbs. of force occasionally.
- Some travel may be required.

Work Schedule:

- Typically, Monday through Friday, 8am-5pm.
- Occasionally require evening and weekends for special events.