

# 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:**

The incumbent will reflect the Burrell College of Osteopathic Medicine's value for respect, trust, integrity, teamwork and a commitment to a *one team-one goal culture*. Faculty participate in the planning and implementation of college programs inclusive of student instruction and assessment, student mentorship, student recruitment, committee participation, research, and other activities that are common to higher education. This position reports directly to the Chair of the department to which the faculty member is assigned.

#### **Essential Duties and Responsibilities:**

- Provide student instruction including: preparation and delivery of live instruction in diverse venues, preparation and distribution of independent study materials, preparation of assessment tools, participation in individual student conferences regarding course learning objectives.
- Participate in the design, implementation, evaluation, and revision of the Doctor of Osteopathic Medicine curriculum
- Contribute to the formulation of the policies and procedures that govern the academic programs of the College.
- Advisement of students on issues relating to academic and career matters.
- Contribute to the scholarly enterprise of the college through original research, collaboration, and student discovery.
- Engage in clinical practice as may be required.
- Engage in administrative and service activities to include course direction, student candidate interviews, and committee work
- Participate in faculty development and meetings.
- Maintain currency in field of expertise for which instruction is being provided.
- Be familiar with and adhere to BCOM's administrative and academic practices, policies, and procedures as set forth in the *Faculty Handbook*.
- Demonstrate commitment to the principles of diversity and inclusivity of the departmental faculty and staff.
- Perform other job-related duties and special projects as assigned.

#### **Essential Skills:**

- Demonstrate a high level of instructional expertise.
- 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.

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

### **Minimum Qualifications and Experience:**

- Earned degree in the field of expertise for which academic service will be provided.
- If field of expertise is considered clinical, board certification by the appropriate AOA or ABMS specialty board must have been achieved. Alternatively, clinical faculty must demonstrate current board eligibility.
- Knowledge of instructional technologies is desirable.

### **Preferred Qualifications:**

- Additional training or experience in educational theory and assessment.
- A record of success as an educator with experience in teaching foundational concepts relevant to medical education.
- 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.