



**Chair, School of Anatomical Sciences, College of Medical Science  
12-month, full-time position**

**Essential Duties and Responsibilities**

The Chair is responsible for the overall operation and instruction within the School of Anatomical Sciences while ensuring that both faculty, through excellent teaching, are mentoring and advising students. The Chair is responsible for assisting with faculty recruitment, retention, and development along with performance management of faculty, and facilitation of faculty in the development of curricular innovation and improvement that aligns with the goals of the overall curriculum. The Chair is responsible for ensuring that systems are in place to facilitate collaboration between undergraduate and graduate faculty to produce a highly integrated curriculum. The Chair reports to the Dean, College of Medical Science and will be responsible for fulfilling any other duties as requested by Dean, College of Medical Science, and the Provost/Executive Vice President for Academic Affairs. Compensation is commensurate with credentials and experience.

- Oversee the operation of the gross anatomy laboratory and other affairs related to the School of Anatomical Sciences, to include the human gift registry regulations
- Recruit, interview, and hire faculty within the School of Anatomical Sciences
- Mentor and provide support for faculty members toward promotion and professional growth
- Evaluate and recommend to the dean merit increases of faculty based on performance
- Supervise the implementation of policies and procedures for educational and administrative affairs and maintain currency of procedures and programs, to include OSHA requirements in regards to Laboratory Safety and Use
- Participate in graduate faculty and leadership meetings with the Dean, College of Medical Science
- Make recommendations regarding appropriate faculty appointments to committees at the request of the Dean
- Foster faculty participation in a well-integrated graduate science curriculum
- Hold regular faculty meetings within the School of Anatomical Sciences
- To assist in the preparation of the annual budget for the School of Anatomical Sciences
- Facilitate contribution to continuing graduate education and scholarship activities.
- Participate in teaching/overseeing within the School of Anatomical Sciences, in areas of gross anatomy/radiographic anatomy, histology/cell anatomy, embryology, pathophysiology, neuroanatomy, and research
- Responsible for the development and administration of the capstone/comprehensive anatomy examination
- Advocate for integration of material with basic science disciplines and clinical science, active learning, adult education methods, and use of technology such as e-learning

- Contributes to curricular development
- Participates in learning about the science of education
- Establishes goals aligned with institutional goals
- Assigns faculty appropriately to cover curricular needs
- Represent the college at professional organizations related to the anatomical sciences
- Promotes academic scholarship in self and faculty within the School of Anatomical Sciences

### **Qualifications:**

An individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. An expectation of this position is a record of outstanding achievement as a scholar with evidence of teaching success.

- A demonstrated ability to effectively communicate verbally and in writing with outside constituencies, such as business and governmental leaders, on issues vital to the university.
- A well-organized and self-directed individual who is a team player. The ability to think strategically, build consensus, and engage the faculty, staff, and administration in collegial and constructive decision making.
- Experience with assessment programs and a record of leading successful curricular and programmatic changes based on the evaluation results.
- The desire to advance the University in curricular and other academic initiatives.
- Understand ways in which technology can support learning and a record of support for technological advancements.
- Experience in computer-assisted delivery and active learning of course content.
- An articulate individual with excellent negotiating and presentation skills.
- Experience with problem-based learning and team-based learning.
- Strong teaching skills and knowledge or evidence of potential.
- Ability to initiate, complete, and present results of scientific education research projects and to demonstrate ongoing faculty development in scientific education
- Strong communication skills in English -- Ability to communicate effectively with employees, faculty, staff, and community groups.

### **Education, Experience, Knowledge, and Skills:**

- Ph.D. degree in the Anatomical, Biomedical, or Medical Science from an accredited institution of higher education. Alternatively an MD or DO with a background in academic instruction in an area of medical science.
- A strong record of scholarly achievement and progressive teaching/leadership related experience in a postsecondary institution.
- Experience with the operation of a Gross Anatomy or Histology Laboratory: including experience with the acquisition of cadavers, and maintenance of specimens.
- Experience in teaching, research and publication as well as experience in academic administration (including budget management) is a plus.
- Demonstrated managerial and leadership skills in the area of academic programs