Chair, Department of Medical Anatomical Sciences  
Western University of Health Sciences

Job Summary

Oversee the operations of the Department of Medical Anatomical Sciences (MAS) at the College of Osteopathic Medicine of the Pacific (COMP). Provide leadership for faculty excellence and innovation, faculty evaluations, and academic policies, with particular emphasis on the OMS-I and OMS-II academic years. Plan and implement related faculty development. Oversee and facilitate the development of research in Medical Anatomical Sciences. Coordinate with the Dean of COMP, as needed, regarding daily College activities and long term planning.

Position reports to the Associate Dean, Basic Medical Sciences and Research, COMP.

Knowledge, Skills and Abilities:

Individuals must possess the knowledge, as well as the following skills and abilities, to be able to perform the essential functions of the job. Alternatively, the individual must be able to perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Ability to communicate effectively and constructively with educational and clinical professionals, in written and oral settings.

2. Broad, current familiarity with the issues, trends, terminology, regulatory policies, and changing environment operative within the higher education and research communities.

3. Extensive familiarity with processes and trends associated with higher education accreditation and with continuous quality improvement strategies in research planning.

4. Demonstrated abilities to facilitate meetings, manage projects, meet deadlines, negotiate complex agreements and understandings, and in other ways guide the workflow of peers.

5. Ability to successfully interact with faculty and with other departments and functional units as an insightful listener, negotiator, and problem-solver.

6. Ability to prepare and present professional reports, proposals, and research findings to various stakeholder groups, in both written and oral form.

7. Ability to establish priorities and implement strategies to achieve desired outcomes.

Required Qualifications:

Education: PhD, M.D., D.O., or closely related credentials from an accredited institution.

Experience: Minimum 5 years classroom experience, and leadership responsibilities in higher education or related areas.

Preferred Qualifications:
Preference will be given to those individuals possessing experience teaching in a medical institution.

List comments regarding work hours

40 hours per week

Essential Job Duties

Administration

Personnel:

- Supervise and evaluate departmental faculty and staff.

- Manage the career development of faculty and staff based on a formal personnel system.

- Allocate time and resources to support the departmental faculty in research and scholarly activity.

- Mentor faculty in research and publication, and help faculty set long-range research objectives.

- Represent departmental needs at the college and university levels.

- Refer disciplinary issues that are beyond the purview of the Chair to the appropriate faculty committee and/or administrative area.

- Responsible for the resolution of departmental faculty/student disputes.

- Recruit faculty as needed, in light of existing strengths and needs within the department.

- Work with the Associate Dean, Basic Medical Sciences and Research, COMP or the Dean of COMP to appoint MAS faculty members to serve on COMP/WesternU committees.

Budget/Space:

- Develop the yearly departmental budget in consultation with the Dean of COMP.

- Responsible for the fiscal management of the departmental budget.

- In consultation with the Associate Dean, Basic Medical Sciences and Research, monitor seed monies and the allocation of laboratory facilities.

- Provide annual end of year faculty salary reviews and recommend salary changes, based on job performance and evaluations, for approval by the Dean of COMP and Associate Dean, Basic Medical Sciences and Research.

Curriculum:

- Manage curriculum issues that concern the department.
- Responsible for proper management/supervision, maintenance and security of any teaching laboratories or facilities that are designated as being under their auspices.

- Oversee teaching scheduling in their area, departmental curriculum, faculty teaching assignments, grading, and evaluations.

- Enforce a comprehensive faculty, staff, and administration development/evaluation process. Monitor the timely submission of projects/assignments and that their quality is produced at an appropriate professional manner.

**Research/Scholarly Activity:**

- Maintain an active research program supported by extramural funding.

- Seek out and submit competitive applications to external granting agencies to support research.

- Regularly publish results of research, while including COMP students when possible and appropriate.

- Attend and present at appropriate conferences and seminars, including COMP students when possible.

**Teaching:**

- Participate in health professions education. Limited teaching in Gross Anatomy, Histology, Embryology, and/or Neuroanatomy to first- and second-year medical students.

**Service:**

- Represent the department on appropriate committees.

For full application instructions and position description, visit: [http://apptrkr.com/1313831](http://apptrkr.com/1313831)