

**Job Title:****Chair of Department of Biomedical Sciences, Proposed College of Osteopathic Medicine****Job Description:**

The Chair of the Department of Biomedical Sciences will have an informed vision of the skills, expertise and knowledge needed by the osteopathic physician of the future, in addition to the curriculum needed to provide these outcomes. The Chair will have excellent interpersonal skills to successfully deliver an active learning curriculum in a Team-Based Learning (TBL) environment.

**Reports to:****Associate Dean of Academic Affairs****Classification:****Full-time, Exempt****Essential Duties:**

*The information provided below is a general description of the Department Chair's responsibilities; it is not intended to provide an all-inclusive list of responsibilities.*

- Provide oversight for the department, including hiring performance reviews and recommendations for promotion of all faculty of the department.
- Plan for, develop and deliver curricular components of the Clinical Presentation TBL patient discussions.
- Assure faculty develop appropriate learning objectives for each session and learning activity delivered.
- Direct the creation of pre-classroom assignments, such as narrated PowerPoints, case based materials and other readings.
- Assure test questions and assessment tool correspond with the learning objectives.
- Participate in Item Writing Workshops to develop test writing skills.
- Participate in quality improvement of the clinical education programs to assure their effectiveness.
- Participate in COM committees such as Admissions, Awards, Curriculum, etc.
- Serve as an advisor for a cohort of medical students of all specialties.
- Serve as a Faculty advisor for student groups/clubs.
- Produce scholarly activities, especially related to learning outcomes.
- Other duties to be assigned as necessary and may change to meet the COM's needs.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the Dean, Proposed College of Osteopathic Medicine.

**Qualifications/  
Education:**

Possess and earned doctorate in Anatomy, Biochemistry, Pharmacology, Physiology or related discipline. Preference will be given to candidates with prior clinical teaching experience at a College of Osteopathic Medicine, in addition to those demonstrating a history of scholarly collaboration and achievement, a commitment to quality education, a track record of mentoring junior faculty, national involvement in professional organizations, and proven ability to administer and manage an academic department.

**Core Competencies**

- Ability to deliver Active Learning/Flipped Classroom presentations in TBL format
- Understand the importance of and follow a structured curriculum with program learning objectives
- Ability to adhere to deadlines for work projects assigned
- Adhere to professional code of conduct regarding Faculty/Student Title IX topics
- Motivation to encourage Interprofessional Education among faculty and programs
- Strong interpersonal skills and enthusiasm to contribute to faculty growth and development
- Strong oral and written communication and computer skills

**Salary:**

CHSU offers competitive wage and benefits packages and is an EEO employer

*The proposed College of Osteopathic Medicine is seeking accreditation from COCA and cannot solicit students until successfully achieving pre-accreditation.*

**Application Instructions**

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to [careers@chsu.org](mailto:careers@chsu.org) and type **CHAIR OF DEPARTMENT OF BIOMEDICAL SCIENCES** in the subject field of the email.