POSITION DESCRIPTION
December 2019

For period January 1, 2020 through June 30, 2020

NAME: Vacant
TRACK: Tenure Track
TITLE: Assistant or Associate Professor of Otolaryngology
DEPARTMENT/DIVISION: Otolaryngology

GENERAL DUTIES
This person will function as a member of the Department of Otolaryngology and will report to the Department Chairman.

ORGANIZATIONAL RELATIONSHIP:
This is an academic position in the practice and teaching of otolaryngology to medical students, residents, and allied health professionals with direct responsibilities to the Chair of Otolaryngology.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

I. Administration 5%
   A. Assist in the administrative functions of the Department of Otolaryngology working with the chair to develop systems of supervision and evaluation of residents and medical students.

II. Teaching 25%
   A. Provide a role model as a teacher in Otolaryngology.
   B. Assist with methods for students, residents in otolaryngology, and other residents rotating through otolaryngology.
   C. Develop and implement programs in otolaryngology for national distribution.
   D. Supervise research by medical students, residents in otolaryngology.

III. Research 5%
   1. Participate in research in medical education related to otolaryngology.

IV. Service 65%

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

   A. Set an example as a highly skilled and conscientious practitioner of otolaryngology with a practice style that is balanced with self education and other academic activities which will provide an example of future practitioners of otolaryngology.

   1. Maintain a practice of otolaryngology in order to continue clinical proficiency.
2. Provide a role model as a practitioner for faculty, house officers, students and fellow practitioners.

3. Attend national meetings, symposia and committees related to otolaryngology.

4. Present papers and lectures at meetings of otolaryngology or related fields.

5. Serve on committees where appropriate of national, regional and state societies pertaining to otolaryngology.

B. Represent the Department of Otolaryngology on committees as requested by the Chairman of the Department of Otolaryngology.

REQUIRED QUALIFICATIONS

A. Sensitive to the needs of underrepresented minority populations.

B. Board-Certified or Board-Eligible in Otolaryngology Surgery.

C. MD licensure in the State of Illinois.

D. Successful Completion of Fellowship Program in Otology/neuro otology

E. Possess Competency in all areas of Otolaryngology

F. Demonstrate an interest in undergraduate and residency training

ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine.

Physical Requirements and Work Environment:

See attached Physical and Environmental Requirements Form. This person must be able to travel between the various SIU locations.

APPROVALS

__________________________ Date ____________________________
Assistant Professor
Department of Otolaryngology

__________________________ Date ____________________________
Interim Chairman
Professor and Co-chair
Department of Otolaryngology