POSITION DESCRIPTION

NAME: _____

RANK: Assistant Professor

TRACK: Tenure

DEPARTMENT/DIVISION: Medical Microbiology, Immunology and Cell Biology/Pharmacology/Medical Education

POSITION PURPOSE:

The individual will be expected to teach pathology with a major focus on the 2nd year of the undergraduate medical curriculum, but assist in coordination and teaching of pathology-related topics across years 2, 3 and 4. The individual will be expected to develop a vigorous, externally funded research program and to collaborate with other members of the academic base department, and the School of Medicine as appropriate. Mentoring of graduate students in pursuit of the M.S. and Ph.D. degree and postdoctoral fellows is expected.

FUNCTIONAL RELATIONSHIPS:

The incumbent will have a primary academic appointment in either the Department of Medical Microbiology, Immunology and Cell Biology, Pharmacology or Medical Education. They will report to the Chair of the department.

DUTIES AND RESPONSIBILITIES

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.

I. Teaching **50%**

1. Teaching responsibilities will include tutoring in Y2 Medical curriculum.
2. Participate in the delivery of the undergraduate medical school curriculum in the areas of pathology as appropriate. Offer educational electives to medical students in the area of expertise.

3. Graduate teaching commitment will consist of contributing to the delivery of pathology-related or educational topics in their specific area of expertise as appropriate.
4. Serve as a mentor for graduate students, postdoctoral fellows, medical students, and residents by establishing a high quality learning environment and exemplifying professionalism.

II. Service **10%**

1. Serve on departmental, SCI, school, and university committees as requested. Serve on graduate committees as appropriate.

2. Serve as a reviewer of manuscripts and grant applications where appropriate. If asked or requested, serve on external review committees and study sections.

3. Participate in the activities of relevant professional societies.

4. 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.

III. Administration **0%**

IV. Research **40%**

1. Develop an active research program using contemporary approaches and techniques to address questions related to the specific area of expertise in pathology.
2. Collaborate with members of departments across the school to develop a successful research core in the area of pathology in general.
3. Direct graduate and medical students as well as postdoctoral fellows and residents in research projects related to fundamental questions in pathology within the area of expertise.
4. Prepare and submit grant applications to support research, and manuscripts for publication of the results of the research.

QUALIFICATIONS:

Minimum Qualifications:

- Ph.D. or MD/PhD in a relevant biomedical field with demonstrated expertise in pathology.

- Experience commensurate with the ability to excel as an independent investigator. Appointments at the Associate/Full professor level requires significant (eight to ten years') experience with credentials that would allow appointment as an Associate/Full Professor.
- Evidence of research capabilities demonstrated by a sustained record of publications in high quality peer-reviewed specialty journals.
- Sensitive to the needs of underrepresented minority populations.
- Demonstrated leadership and significant practical experience in teaching, research, scholarship, creative professional achievement and development of research programs.
- Record of innovative and effective administration and fiscal leadership.
- Possess excellent oral and written communication skills.
- Excellent interpersonal skills with faculty, staff and students.
- Articulate a vision for the unit and the ability to communicate and engage faculty and staff.
- Knowledge regarding value of, and practical experience in, graduate and medical education.

ENVIRONMENTAL, HEALTH, AND SAFETY RESPONSBILITIES:

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

WORKING CONDITIONS/PHYSICAL DEMANDS:

See attached Physical and Environmental Requirements form.

_____	_____
Faculty	Date
_____	_____
Chair	Date
_____	_____
Dean and Provost	Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: **Education Assistant Professor**

Position No. (If applicable): _____ Department: **Education and Curriculum-SMS**

WORK ENVIRONMENT: ***(Check all applicable environments)***

☒ **Office**	☐ **Hospital**
☐ **Clinic**	☐ **Warehouse**
☐ **Research Laboratory**	☐ **Outdoors**
☐ **Other (Be Specific):** _____	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	
(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)					
Reading	○	○	○	◉	○
Writing	○	○	○	◉	○
Speaking	○	○	○	◉	○
Close visual acuity	○	○	○	◉	○
Travel	○	◉	○	○	○
Hearing - Conversation	○	○	○	◉	○
Hearing - Other Sounds	◉	○	○	○	○
Stooping	○	◉	○	○	○
Squatting	◉	○	○	○	○
Gross hand manipulation	◉	○	○	○	○
Fine hand manipulation	○	○	○	◉	○
Working in dust, fumes, gases, or irritants	◉	○	○	○	○
Working at heights	◉	○	○	○	○
Working in extreme cold, heat and/or humidity	◉	○	○	○	○
Working in close quarters	◉	○	○	○	○
Climbing	◉	○	○	○	○
Operating motor vehicles	◉	○	○	○	○
Sitting	○	○	○	◉	○
Standing	○	○	◉	○	○
Walking	○	○	◉	○	○
Working above shoulder level	◉	○	○	○	○
Twisting	◉	○	○	○	○
Kneeling	◉	○	○	○	○
Pushing or pulling	**5 - 10 lbs.**				○
Carrying	**5 - 10 lbs.**				○
Lifting	**5 - 10 lbs.**				○
Other (Please list): _____	○	○	○	○	○

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

_____ **Debra Klamen, MD MHPE** _____

Supervisor Signature Date Supervisor Name Employee Signature Date