

## **POSITION DESCRIPTION**

For the Period of July 1, 2020 through June 30, 2021

**NAME:**

**RANK:** Assistant Professor of Otolaryngology

**DEPARTMENT:** Otolaryngology-Head and Neck Surgery

### **GENERAL DUTIES**

This person will function as a member of the Department of Otolaryngology-Head and Neck Surgery. This position reports to the Chair of the Department of Otolaryngology – Head & Neck Surgery, who in turn reports to the Dean of Southern Illinois University School of Medicine.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES COMMITMENT**

### **TIME**

- |      |   |     |
|------|---|-----|
| I.   | Administration  | 5%  |
|      | A. Assists 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. |     |
|      | B. Represent the Department in Departmental, School, University, and community matters in the chairman's absence.   |     |
|      | C. Help develop specialized clinics related to the field of Otolaryngology where appropriate in conjunction with the School of Medicine.  |     |
| II.  | Teaching  | 5%  |
|      | A. Serve as a role model in the teaching of otoloaryngology to students.  |     |
|      | B. Develop and implement programs in Otolaryngology for national distribution..   |     |
|      | C. Develop and implement evaluation methods for students, residents in Otolaryngology, and other residents rotating through Otolaryngology.   |     |
|      | D. Supervise research by medical students, residents in Otolaryngology.   |     |
| III. | Research  | 5%  |
|      | Promote research and scholarly activities within the Department by example and encouragement.   |     |
| IV.  | Service   | 85% |

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 to future practitioners of Otolaryngology.
  - 1. Maintain a practice of Otolaryngology in order to continue clinical proficiency.
  - 2. Serve as a role model for the practice of the specialty to other 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.
  
- C. Represent the Department of Otolaryngology-Head and Neck Surgery on committees as requested by the Chair of the Department of Otolaryngology.

## **MINIMUM QUALIFICATIONS**

Sensitive to the needs of underrepresented minority populations.

## **REQUIRED QUALIFICATIONS**

- A. Board-Certified or Board-Eligible or in agreement to complete the requirements to achieve eligibility as a Special Qualified Individual by the Certifying board in Otolaryngology-Head and Neck Surgery.
- B. MD licensure in the State of Illinois.
- C. Successful Completion of Residency Program in Otolaryngology.
- D. Possess Competency in all areas of Otolaryngology.
- E. Ability to Obtain hospital Privileges in the Community where the majority of medical practice and service will occur.
- F. Demonstrate an interest in undergraduate and residency training.

## **ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES**

