

## POSITION DESCRIPTION

For the period July 1, 2023 through June 30, 2024

**Name:** TBD  
**Rank:** Assistant Professor of Cell Biology  
**Track:** Tenure Track  
**Department/Division:** Medical Microbiology, Immunology and Cell Biology

### POSITION PURPOSE:

This individual will teach topics in cell biology to undergraduate medical students and graduate students, conduct discovery and applied research in the field of cell biology, and participate in the Molecular Biology, Microbiology, and Biochemistry (MBMB) Graduate Program.

### FUNCTIONAL RELATIONSHIPS:

This individual will report to the Chair of the Department of Medical Microbiology, Immunology and Cell Biology

### DUTIES AND RESPONSIBILITIES:

#### I. TEACHING

20%

1. Deliver cell biology topics in the undergraduate medical curriculum and serve as a tutor group leader in the undergraduate medical curriculum.
2. Participate in the delivery of graduate courses in area of specialty and general area of cell biology in the MBMB Graduate Program.
3. Direct and be a thesis research advisor for Master's and PhD graduate students as well as a research mentor for medical students, medical residents, and medical fellows as requested.

#### II. SERVICE/ADMINISTRATION

10%

1. Participation in the affairs of national and international professional societies.
2. Membership on departmental, medical school, and university committees.
3. Review of manuscripts for professional journals when appropriate.
4. Review of grant applications for local and national funding organizations when appropriate.

5. 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.

#### **IV. RESEARCH**

**70%**

1. Active research in the area of cell biology shall be conducted. It is expected that the research will lead to publications in peer reviewed journals. It is further expected that the research will lead to successful extramural grant applications at the national level.
2. Incumbent will be expected to direct graduate students in pursuit of research leading to advanced degrees (Master's or PhD) in the MBMB Graduate Program.
3. Collaboration with other members of the basic science faculty, clinical faculty, graduate and medical students will be encouraged.

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

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

#### **REQUIRED QUALIFICATIONS:**

SIU School of Medicine is committed to a culture of diversity, equity and inclusion, and is sensitive to the needs of underrepresented minority populations.

Earned doctorate or terminal degree and experience appropriate to faculty appointment at the level of Assistant Professor. Faculty members with the Ph.D. degree should have completed a postdoctoral training program appropriate to their area of specialization. Others shall be eligible for professional certification in their fields, if such is available or applicable.

#### **EVALUATION**

Teaching, research, and service expectations will be reviewed annually with the Chair. Performance for the previous year will be evaluated and goals established for the coming year. Clear expectations for retention and promotion to the next academic rank will be discussed at this time.

**ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES:**

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.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Assistant Professor**

Position No. (if applicable): \_\_\_\_\_ Department: **Medical Microbiology, Immunology and Cell Biology-SMS**

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

<input checked="" type="checkbox"/> <b>Office</b>	<input type="checkbox"/> <b>Hospital</b>
<input type="checkbox"/> <b>Clinic</b>	<input type="checkbox"/> <b>Warehouse</b>
<input checked="" type="checkbox"/> <b>Research Laboratory</b>	<input type="checkbox"/> <b>Outdoors</b>
<input type="checkbox"/> <b>Other (Be Specific):</b> _____	

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	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	<b>10 - 20 lbs.</b>				<input type="radio"/>
Carrying	<b>10 - 20 lbs.</b>				<input type="radio"/>
Lifting	<b>10 - 20 lbs.</b>				<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Name \_\_\_\_\_ Employee Signature \_\_\_\_\_ Date \_\_\_\_\_