
MISSISSIPPI COLLEGE

JOB DESCRIPTION AND SPECIFICATIONS

JOB TITLE: Program Principal Faculty

SUPERVISOR: Chairman, Department of Physician Assistant Studies

QUALIFICATIONS:

Education: If a PA, have a minimum of a Master's degree from a regionally accredited institution in Physician Assistant Studies.

Be a graduate of an ARC-PA accredited PA program or be a currently licensed allopathic or osteopathic physician.

If a PA, have current or Emeritus NCCPA certification status.

Experience: Have demonstrable experience and significant achievements in professional, academic, and/or administrative/management areas.

Have a minimum of at least three years of clinical experience. Additional years academic (or health-related teaching and/or administrative) experience is preferred.

General: Have demonstrable academic leadership, motivational skills, and the ability to work effectively with students, staff, faculty, administration and community professionals.

Have a firm commitment to the mission and goals of Mississippi College and the PA Program.

I. OBLIGATIONS OF THE PRINCIPAL FACULTY

Responsibilities include, but are not limited to, the following:

1. Participate in the development and revision of the mission statement for the Program.
2. Assist with the admissions process that includes the recruitment, application, screening, and selection of applicants for admission to the Program.
3. Serve as instructor for area of specialty.
4. Teaching - serve as the Course Director for at least one didactic course each semester.
5. Assist with the organization, planning, and implementation of methodologies to evaluate student performance.
6. Serve as an academic advisor to students assigned by the Program Director.
7. Assists with the organization, planning, and implementation of methodologies for remedial instruction.
8. Assist with the design, implementation, coordination, and evaluation of the curriculum.
9. Assist with the ongoing evaluation, development, and administration of the Program.
10. Assist with coordinating learning team activities and evaluation.
11. Assist in organizing and structuring the academic program in accordance with established educational standards and practices.
12. Assist with the planning, implementation, and evaluation of the professional PA courses.
13. Assist with review and revision of academic policies and procedures.
14. Assist with the systemic evaluation of internal and external faculty performance.
15. Assist with maintaining a system for faculty development.
16. Assist with the evaluation of clinical student performance throughout the academic program.
17. Assist with academic monitoring of student progress on a continuous basis.
18. Assist with student remediation efforts when required.
19. Participate as a team instructor for courses as needed.
20. Assist with the admissions process that includes the recruitment, application, screening, and selection of students.
21. Participate in the development, coordination and review of administrative reports and activities required of state, regional, ARC-PA and Mississippi College with regard to the didactic phase of the Program.
22. Assist with Program self-evaluation that will include budget, policy, curriculum review, and accreditation.
23. Participate in the activities of state, regional, and national organizations concerned with the profession in order to promote a positive image of the PA concept within the academic, lay, and professional communities.
24. Assist with the review of Program competencies.
25. Review Program Goals.
26. Conduct periodic on-site evaluations with students to evaluate instructional quality.

27. Assist with End-of-Rotation activities.
28. Conduct periodic on-site evaluations with clinical preceptors to insure instructional quality is being maintained and clinical objectives are met.
29. Serve on or directs various committees as assigned.
30. Assist in providing community education about the Physician Assistant Program.
31. Maintain the highest moral and ethical standards as an educator, as a medical professional, and as a responsible member of the community.
32. Participate in the activities of state, regional, and national organizations concerned with the profession in order to promote a positive image of the PA concept within the academic, lay, and professional communities.
33. Other duties as assigned by Program Director.

II. OBLIGATIONS OF MISSISSIPPI COLLEGE

Refer to the policies in the Faculty Handbook.