

COLLEGE OF MEDICAL SCIENCES

FACULTY POLICY MANUAL

January, 2009

MISSION STATEMENTS

Nova Southeastern University Mission Statement

Nova Southeastern University is a dynamic, not-for-profit independent institution dedicated to providing high quality educational programs of distinction from pre-school through the professional and doctoral levels, as well as service to the community. Nova Southeastern University prepares students for lifelong learning and leadership roles in business and the professions. It offers academic programs at times convenient to students, employing innovative delivery systems and rich learning resources on campus and at distant sites. The University fosters inquiry, research, and creative professional activity, by uniting faculty and students in acquiring and applying knowledge in clinical, community and professional settings.

Health Professions Division Mission Statement

The mission of Nova Southeastern University Health Professions Division is to train primary care health practitioners in a multidisciplinary setting, with an emphasis on medically under-served areas. The institutional premise is that health professionals should be trained in a multidisciplinary setting and, whenever possible, with integrated education. The University trains students in concert with other health profession students so that the various disciplines will learn to work together as a team for the good of the public's health. During their didactic work, students share campus facilities and, in some cases, have combined classes. In their clinical experiences, they work together in facilities operated by the University. Furthermore, the Division aims to educate health care practitioners who will eventually increase the availability of health care in areas of Florida that suffer from health care shortages by exposing the entire student body to the needs, challenges, and rewards of rural, under-served urban, and geriatric care. Existing curricula require all students to attend ambulatory care clerkships in rural or urban areas, or both, making Nova Southeastern University strongly oriented toward a pattern of training its students in areas geographically removed from the health center itself, and to the care of indigent and multicultural population groups. In doing this, it developed training programs that address the primary care needs of the region's most medically under-served populations.

College of Medical Sciences Mission Statement

The mission of the College of Medical Sciences is to train students in the basic medical sciences and to prepare them for careers in health care and higher education. In accordance with this mission, the College of Medical Sciences offers a Master of Biomedical Sciences degree and provides basic science instructors for the colleges within the Health Professions Division.

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FACULTY APPOINTMENTS

Descriptions of the following policies are found in the Nova Southeastern University Faculty Policy Manual.

Full-time Faculty

Other Full-time Faculty Appointments

Visiting Faculty

Joint Appointments

Interdisciplinary Courses

Part-time Faculty

Adjunct Faculty

FACULTY RIGHTS

Descriptions of un-stated policies are found in the Nova Southeastern University Faculty Policy Manual.

Academic Freedom

Participation in Governance and Decision Making

Management of Curriculum

The nature of the curriculum assignments carried out by the CMS is unique because it requires a close working relationship with the professional colleges in the HPD. Department Chairs discuss the recommended curriculum assignments, as they are given, and determine the most appropriate format for each course. Department members are involved along with the dean.

Academic Policy

The CMS is mainly concerned with the teaching of students in the professional schools and in the biomedical sciences graduate program. Faculty are required to participate in each program's course, as directed by the Department Chairs. Faculty also accept committee assignments within the CMS and in the professional schools. Faculty development is supported and is part of each faculty member's continuing educational growth.

Program Planning

Changes required by the faculty to teach in all the programs is reviewed by the Departments and by committees in the professional colleges. Input is also given by interdepartmental meetings.

Participation in Strategic Planning, Institutional Effectiveness, Curriculum Development and Review, Program Review, and Accreditation

Legal Representation and Indemnification

Political and Public Service Activities

Faculty Responsibilities

Descriptions of un-stated policies are found in the Nova Southeastern University Faculty Policy Manual.

Assignment of Full-time Faculty

Each faculty member is obligated to teach, serve on committees, and participate in faculty development. Each faculty member is provided this information by their Department Chair and the Dean.

Division of Faculty Obligations

The CMS policy on faculty obligations is composed of three parts. Faculty are required to meet requirements in each of the three sections. Faculty members vary in their obligations depending on Department Chair requirements. Obligations are clarified at the time of contract or renewal of contract.

- [1] Teaching Activities (50-80%)
 - a. Lectures
 - b. Laboratories
- [2] Committee Assignments (5-15%)
 - a. CMS committees
 - b. Professional College committees
- [3] Faculty Development (5-15%)
 - a. Research
 - b. Other Activities

Faculty Teaching Loads

The CMS has its own policies for the assignments of faculty teaching responsibilities. Areas of concern are:

Assignment of Teaching

The Executive Vice Chancellor and Provost of HPD works with all the Deans in HPD, assigning course-teaching requirements to the Dean of the CMS. The CMS Dean then works with the CMS Departmental Chairs, who assign teaching loads to each faculty member in their department.

The following are expectations of faculty (in classroom instruction). Evaluating students fairly on the basis of their academic performance. Encouraging free and open discussion, inquiry, and expression by students. Providing competent instruction and advisement. Treating information about students' beliefs, academic records, political attitudes, and personal lives as confidential information. When engaging in professional activities inside or outside the University, to refrain from any activities which would constitute academic misconduct, a conflict of interest, or the appearance of a breach of professional ethics. Courses include regularly scheduled meetings over a set term as determined by the College. Faculty members are required to file full syllabi for all courses they teach prior to the start of courses. Syllabi shall include course title, course description, location, time, and duration of course, learning goals, teaching methods, means of student evaluation, grading criteria, required and recommended readings, and schedule of topics and activities. Syllabi may be revised before the first day of class, but may not be revised after the first class meeting.

CMS Policy on Administration of Examinations

Students are required to take each examination at the assigned time. Students who enter the room after the announcement of the start of an examination may not be allowed to take the test. Students who have an unexcused absence from an examination will not be given a make-up test but will be given a zero for the grade.

Students who have an excused absence will be allowed a make-up test to be given within 10 business days following the date of the missed examination.

Student Access to Faculty

Scholarly Activities

Service to the University, the Profession and the Community

Information Resources in Library

Ordering of Textbooks

Prohibition of Sale of Desk Copies

Appropriate Conduct and Ethical Behavior for Faculty and Administrators

Descriptions of policies are found in the Nova Southeastern University Faculty Policy Manual.

Responsibilities to Students

Responsibilities as Scholars

Responsibilities to Colleagues

Conflict of Interest

Sexual Harassment

Non-discrimination Policy

Protection of Human Subjects

Protection of Animal Welfare

Financial Conflict of Interest With Respect to Sponsored Projects

Outside Employment

Scholarly and Scientific Misconduct

Copyright and Patent Policy

Search Committee Process

Descriptions of policies are found in the Nova Southeastern University Faculty Policy Manual.

Full-time Faculty Appointments

Affirmative Action/equal Opportunity

Appointment and Re-appointment

Descriptions of un-stated policies are found in the Nova Southeastern University Faculty Policy Manual.

Academic Rank

Evaluation and Review Procedures

General Criteria

Criteria used in evaluating faculty performance are given to faculty members at the beginning of each year and faculty members are notified of any significant changes or updates. A copy of the criteria and all changes or updates are filed with the Executive Vice-Chancellor/Provost of the HPD and with Human Resources. The Promotions and Raises Committee reserves the right to develop and include items based on the information and documentation presented by the faculty.

Evaluation of Teaching

The major objective of the College of Medical Sciences is the education of students within the Health Professions Division of Nova Southeastern University. Students require a strong basic science foundation upon which to build for the duration of their careers. Thus, the faculty must develop and present lectures and laboratory exercises that reflect the current state of knowledge in their respective fields. The purpose of faculty evaluation is to improve teaching and performance in the classroom. Faculty performance is enhanced by student participation, student discussion and student evaluation of faculty. Such evaluation affords the chairs/faculty the opportunity to appraise their teaching strengths and/or identify areas in need of improvement.

There are three methods used to evaluate teaching,

- [1] student evaluations of courses in each subject in the college,
- [2] student evaluations each semester of each faculty member, and
- [3] peer evaluations of each faculty member in each course.

Teaching Evaluation Forms

The evaluation forms consist of three types, a

- [1] combined form for all courses taught in a given semester in a given program,
- [2] combined form for all faculty teaching in a given semester, in a given program, and
- [3] form for all laboratories taught in a given semester, in a given program.

Student Evaluation of Teaching

A student evaluation form for faculty performance and course lectures and laboratories will be completed by the students in each class. Evaluations are administered on line during each semester.

When the students have completed the forms, the forms are collected and after the grades have been submitted, the evaluation forms are distributed to the faculty member's departmental chairperson, who conveys them to the individual faculty member. The faculty members then assess their own evaluations and make improvements in the courses they teach, when appropriate. Copies of the statistical data are provided to the Dean of the College of Medical Sciences.

Peer Evaluation of Teaching

CMS Department Chairs and other faculty complete a peer evaluation of each member of the faculty of the College of Medical Sciences each semester.

Department chairs and two other non-departmental faculty members peer review in every course instructed each semester by the department faculty members who have taught at the CMS for less than six years.

Department chairs and two other non-departmental faculty members' peer review in one course instructed each semester by department faculty members who have taught at the CMS for more than six years.

The faculty member being evaluated selects one non-departmental faculty peer evaluator and the teaching evaluation committee or its proxy assigns the other non-departmental member.

Evaluations are conducted during regular class time, one time per semester. Completed evaluation forms are given to the Dean of the College of Medical Sciences within five working days. The Dean passes the evaluations to the Department Chairs and the evaluated faculty member within five working days. A faculty member may request of the teaching evaluation committee an additional evaluation.

Assistant, Associate and Full Professors and their Chairs evaluate Assistant Professors.

Associate Professors are evaluated by Associate and Full Professors and by their Chairs.

Full Professors are evaluated by Associate and Full Professors and by their Chairs.

Chairs are evaluated by Associate and Full Professors from other, different departments.

Evaluation Criteria for Teaching Activity

Teaching evaluation criteria are collected and analyzed as previously presented and documented in the following manner. Instructor credit hours are defined as the portion of the course credit hours for which an individual instructor is responsible and are assigned by the Department Chair and verified by a faculty committee.

Department Chair Evaluation of Faculty Teaching

The Department Chair will evaluate faculty teaching (0 to 5 points) using the following criteria: Peer Evaluation, Student Evaluation, Academic Advising, Teaching Awards, Advising Student CMS Projects, Course Director or Coordinator, Supervision of Summer Anatomy Fellows Supervising research activities of HPD or undergraduate students in a project of their choice unrelated to the research or interests of the supervising faculty member.

CMS FACULTY MERIT PAY AND PROMOTION EVALUATION FORM

YEAR 2009

Date submitted: _____ Department: _____

Faculty name (print): _____

Faculty rank: _____

Years at NSU: _____

Step 1. The faculty member writes in the number of points for each item and totals them for each category. Faculty member signs (page 8) and presents this document, along with comments and all qualification documents attached, to their Department Chairman for review by January 7. **Items without qualifiable documents will not be considered.**

Step 2. Department Chairman reviews and passes all documents to the Chairman of the Promotions and Raises Committee, by January 16.

Step 3. The Promotions and Raises Committee meets, reviews, comments, the chair signs (page 8), and the documents are sent to the Department Chairs, by January 30.

Step 4. The Department Chair reviews, comments, signs (page 9) and returns the documents to the Department Member, by February 6.

Step 5. Department Member signs (page 9) and gives the documents back to the Department Chair who reviews and passes the completed document to the Dean, by February 13.

Step 6. The Dean signs (page 9) and submits the final results to the faculty member and to the Chancellor and Executive Vice-Chancellor and Provost by February 25.

Consult the College of Medical Sciences, Faculty Policy Manual for additional information. Check this document at each stage for accuracy and for the appropriate signatures.

The Promotions and Raises Committee reserves the right to adjust the number of points awarded for an item, based on the information and documentation presented by the faculty.

A. SCHOLARSHIP

[1 point]

- A.1 Internal or external grant consultant _____
 - A.2 Present a scientific seminar _____
 - A.3 Review a manuscript for a journal _____
 - A.4 Submission of an intramural grant application _____
 - A.5 Organize a local scientific seminar _____
- Subtotal** _____

[2 points]

- A.6 Book summary published in a scientific journal or newsletter _____
 - A.7 Hold an intra-mural grant as PI or co-PI (per year) _____
 - A.8 Organize a local scientific meeting (state or county chapter) _____
 - A.9 Peer review or edit a book chapter _____
 - A.10 Present a poster or oral presentation at a scientific meeting _____
 - A.11 Review an extramural research grant _____
 - A.12 Submission of a PFSA application _____
 - A.13 Serve as a PFSR grant reviewer _____
 - A.14 Serve as grant reviewer for non-NSU grants (2 pts/review) _____
 - A.15 Moderate/chair a national scientific meeting _____
 - A.16 Invited speaker for a training course or seminar _____
- Subtotal** _____

[3 points]

- A.17 Develop computer software (copyrighted) _____
- A.18 Invited speaker at a scientific meeting _____

A.19 Hold an extra-mural contract as PI or co-PI (per year) _____

A.20 Organize a regional scientific meeting _____

A.21 Publish a non-refereed article _____

A.22 Edit a current book prior to publishing _____

A.23 Serve on editorial staff for a journal _____

A.24 Serve on a scientific panel (meeting) _____

A.25 Submit a patent application _____

A.26 Submit an extra-mural grant (competitive or not) _____

Subtotal _____

[4 Points]

A.27 Organize a national scientific meeting _____

A.28 Publish an article in a refereed journal _____

A.29 Serve as editor of a journal _____

Subtotal _____

[5 points]

A.30 Hold an extra-mural grant as PI or co-PI (per year) _____

A.31 Organize an international meeting _____

A.32 Publish a book chapter as author _____

A.33 Secure a patent _____

Subtotal _____

[6 points]

A.34 Publish a book (as author, not editor) _____

Subtotal _____

Total Scholarship Points _____

B. SERVICE

[1 point]

- B.1 Participate in graduation or convocation exercises _____
- B.2 Serve as marshal at graduation or convocation exercises _____
- B.3 Serve as chair or secretary of a NSU committee _____
- B.4 Receive a letter of commendation from a committee or the administration _____
- B.5 Featured Faculty of the Month _____
- B.6 Serve as a national board test item writer _____
- B.7 Participate in Career Days _____
- B.8 Serve as a science fair judge _____
- B.9 Serve on a promotion assessment team (non-chair) _____
- B.10 Academic Advisor (Academical Societies) _____

Subtotal _____

[2 points]

- B.11 Serve as a member of a national board test construction committee _____
- B.12 Course Director or Coordinator _____
- B.13 Supervision of Summer Anatomy Fellows _____
- B.14 Teaching award _____

Subtotal _____

[3 points]

- B.15 Medical mission trip 1-5 days _____

Subtotal _____

[6 points]

B.16 Medical mission trip 6+ days _____

Subtotal _____

Points Awarded Based on Time Served

(1-10 hrs/year = 1 point, 11-20 hrs/year = 2 points, 21-30 hrs/year = 3 points, 31-40 hrs/year = 4 points, 41-50 hrs/year = 5 points, etc.)

B.17 Present a board review _____

B.18 Serve as a faculty advisor to a student group or club _____

B.19 Maintain shared equipment _____

B.20 Serve as a member of an interview teams or a COA _____

B.21 Serve as a member of a NSU Committee (add each committee separately) _____

B.22 Participate in a professional society community mentorship program _____

B.23 COM systems planning _____

Subtotal _____

Total Service Points _____

C. FACULTY DEVELOPMENT

[1 point]

C.1 Attend a local (1 state involved) scientific meeting
(CME considered a scientific meeting) _____

C.2 Attend a 1-5 day workshop _____

C.3 Serve as a member of a local science committee _____

Subtotal _____

[2 points]

C.4 Attend a regional (>1 state involved) scientific meeting _____

C.5 Serve as a member of a graduate student committee _____

C.6 Serve as a member of a regional science committee _____

Subtotal _____

[3 points]

C.7 Attend an international/national meeting _____

C.8 Complete a graduate level science course _____

C.9 Chair a regional science committee _____

C.10 Serve as a member of a national science committee _____

Subtotal _____

[4 points]

C.11 Chair a national science committee _____

C.12 Serve as a major professor for an internal thesis _____

Subtotal _____

[5 points]

C.13 Serve as a major professor for an external thesis _____

Subtotal _____

Points Awarded Based on Time Served (add all activities together for one total)

(3-10 hrs/year = 1 point, 11-20 hrs/year = 2 points, 21-30 hrs/year = 3 points, 31-40 hrs/year = 4 points, 41-50 hrs/year = 5 points, etc.)

C.14 Local education/college seminars or online CME credits _____
(MBS, MPH, Grand Rounds, Statistics, Education, etc.)

Total Faculty Development Points _____

Other items (and their descriptions) to be considered for evaluation

Promotion and Raises Committee passes the document back to the Department Chair

Department Chairman comments

Department Chairman's signature _____ Date _____

Department Chair returns the document to the Department Member

Department Member reviews and signs

Department Member's signature _____ Date _____

Department Member gives the document back to the Department Chairman who reviews and passes the completed document to the Dean

Dean's comments

Dean's signature _____ Date _____

Faculty Salary Increases

Merit Pay

Procedures and Policies for Merit Pay

For merit pay, the faculties of each department are ranked, within department, according to their accumulated points. Points are determined from January 1 through December 31 of each year. The Committee reviews the information for each faculty member and makes recommendations to the Chair by March 1st who awards final points for each faculty member. The Department Chairs can award each faculty member 0 to 5 points for teaching performance. Each faculty member is then awarded a salary percentage based on their ranking within the departments.

Preparation of Merit Pay, Contracts and Promotion Packets

One packet should be prepared that lists all accomplishments acceptable for merit pay. This packet will then be assessed by the Promotion and Raises committee, to determine that sufficient points are presented to meet contract requirements.

The packet should consist of all points accumulated in the calendar year (January 1st through December 31st).

A cover sheet should be included, containing the following information.

Name

Appointment

Department

Current contract placement - your present contract position (example: 3rd year of 5-year contract). This information appeared on the contract signed in November.

Academic points for the current year, in these categories

Scholarship

Professional development

Service

Teaching (items other than assigned teaching duties - for example graduate student project advisor; CME not reimbursed by Nova; medical student advising or teaching awards)

This cover sheet should be on College letterhead.

Listings of the specific criteria to be considered in each area include but are not limited to those outlined in the Faculty Policy Manual. The Promotion and Raises Committee reserves the right to adjust the number of points awarded for an item. Any questions regarding the points or acceptability of an item should be directed to a member of the Promotions and Raises Committee. The criteria should be considered a constantly evolving entity, new items can be added. A copy of the current criteria has been included with this document. Each item must be accompanied by some form of documentation for verification. Written comments can be added at the end of the list of academic points (optional). This packet should be submitted to the Department Chairs by January 5th.

Department Chairs review packets and submit them to the Chair of the Promotions and Raises Committee, by January 15th.

Promotion and Raises Committee review all materials and question each faculty member about the acceptability of points assigned to items, if necessary. Packets are returned to Department Chairs for final review, by January 22nd.

Department Chairs add written recommendations concerning each faculty member, show faculty members written recommendations and have them sign their packet. Department Chairs submit packets to the Dean by January 31st.

A copy of each packet is made by the Assistant to the Dean for the Chair's files after completion of the process. Faculty members also receive a copy for their own packet.

This Faculty Evaluation System is designed to award faculty within their departments for their performance and for excellence. The areas of evaluation are

Category I: Scholarship

Category II: Service

Category III: Faculty Development

Category IV: Teaching

Contracts

Initial Contracts Leading to A Continuing Contract

Requirements for retention for the 1st year review

complete a 1-year contract

satisfactorily complete teaching assignments, complete 0 points in scholarship, 1 point in service and 0 points in professional development

Requirements for retention for the 2nd year review

complete a 2-year contract

satisfactorily complete teaching assignments, complete a 2-year total of 1 point in scholarship, 3 points in service and 1 point in professional development

Requirements for retention for the 3rd year review

complete a 3-year contract

satisfactorily complete teaching assignments, complete a 3-year total of 2 points in scholarship, 5 points in service, and 2 points in professional development

Requirements for retention for the 4th year review

complete a 4-year contract

satisfactorily complete teaching assignments, complete a 4-year total of 3 points in scholarship, 7 points in service and 3 points in professional development

Requirements for the 5th year review (review other than for contract purposes)

complete a 5-year contract

satisfactorily complete teaching assignments, complete a 5-year total of 4 points in scholarship, 9 points in service and 4 points in professional development

Continuing Contract

Requirements for retention for the 3-year continuing contract are complete the 2nd year of the 3-year contract and accumulate a minimum of 15 points of which 3 are in scholarship, 9 in service and 3 in professional development.

Appointment/re-appointment for Faculty on the Continuing Contract Track

Dates for Review

Mid-year Hiring

Credit Toward Continuing Contract

Extension of Review Period

Renewal of Continuing Contract

Promotion

Promotion Criteria

Following initial appointment, recommendations for faculty promotion are based on the following general criteria.

Recommendation for promotion from Instructor to Assistant Professor is appropriate whenever the faculty member has [a] accumulated a record equal to that required for initial appointment to the rank of Assistant Professor during three (3) years of service at NSU, at the rank of Instructor. Up to two (2) years of credit may be given for comparable service performed prior to joining the NSU faculty, [b] been evaluated as very satisfactory in one area of prime responsibility (teaching, scholarly productivity, service) and [c] been evaluated as satisfactory in all remaining areas of responsibility.

Recommendation for promotion from Assistant Professor to Associate Professor is considered appropriate whenever a faculty member has [a] accumulated a record equal to that required for initial appointment to the rank of Associate Professor during five years of service at NSU at the rank of Assistant Professor. Up to two years of credit may be given for comparable service performed prior to joining the NSU faculty. Faculty members should be evaluated outstanding in one area of prime responsibility (teaching, scholarship, service, faculty development).

Recommendation for promotion from Associate Professor to Professor is considered appropriate whenever a faculty member has [a] accumulated a record equal to that required for initial appointment to the rank of Professor during five years of service at NSU at the rank of Associate Professor. Up to two years of credit may be given for comparable service performed prior to joining the NSU faculty. Faculty members should be evaluated outstanding in all areas of responsibility (teaching, scholarship, service, faculty development).

Requirements for promotion from Assistant to Associate Professor are: complete a minimum of 5 years as assistant professor, satisfactorily complete teaching assignments and complete a minimum of 20 points, 5 in scholarship, 10 in service and 5 in faculty development.

Requirements for promotion from Associate Professor to Professor are: complete a minimum of 5 years as associate professor, satisfactorily complete teaching assignments, and complete a minimum of 26 points, 7 in scholarship, 12 in service and 7 in faculty development.

Procedures for Promotion

Faculty eligible for promotion will be informed by their Chair by December 1st.

Faculty member prepares packet containing all material accumulated in the time since their last promotion and submits packet to Department Chair by January 5th.

The acceptable criteria are the same as that for merit pay and contracts and carry the same points. A report similar to that submitted for yearly merit pay is acceptable.

The recommendations for faculty promotion are based on the general criteria and are listed in the faculty manual. Written comments can also be submitted.

The Department Chair reviews the packet and presents it along with their recommendation to the Chair of the Promotions and Raises Committee by January 15th.

Promotions and Raises Committee then composes a Promotion Assessment Team for each candidate, consisting of

- Department Chair (Chair)
- Peer from department or outside selected by Chair
- Peer from outside department selected by Promotions and Raises
- Peer selected by candidate

The Promotion Assessment Team submits a written letter on their recommendations to the Chair by January 22nd. The Chair submits a letter of recommendation to the Dean by January 31st.

Non-renewal of Faculty Appointment

Dismissal for Cause

Termination Due to Reduction or Elimination of Program or Position

Hearing Procedure

Grievance Procedure

SABBATICAL LEAVE

Descriptions of policies are found in the Nova Southeastern University Faculty Policy Manual.

APPOINTMENT AND REVIEW OF PART-TIME FACULTY

Descriptions of un-stated policies are found in the Nova Southeastern University Faculty Policy Manual.

Qualifications

Conflict of Commitment

Adjunct Faculty

Recruitment and Appointment

Monitoring and Evaluation

If appropriate, a part-time faculty member may be supervised by a full-time faculty member experienced in the teaching discipline. In such cases, the condition shall be clearly stated in the part-time faculty member's contract. A full-time faculty member or administrator with teaching experience in the area shall review the performance of the part-time faculty members pursuant to a schedule established by the college.

APPOINTMENT AND REVIEW OF ACADEMIC ADMINISTRATORS

Descriptions of policies are found in the Nova Southeastern University Faculty Policy Manual.

Academic Administrators

Search Committee Process

GRADUATE TEACHING ASSISTANT POLICIES

Descriptions of policies are found in the Nova Southeastern University Faculty Policy Manual.

ANNUAL PRESIDENT'S FACULTY SCHOLARSHIP AWARD APPLICATION AND REVIEW PROCEDURES

Descriptions of policies are found in the Nova Southeastern University Faculty Policy Manual.

PROFESSOR EMERITUS

Descriptions of policies are found in the Nova Southeastern University Faculty Policy Manual.

GENERAL POLICIES

Descriptions of policies are found in the Nova Southeastern University Faculty Policy Manual.

ADA Policy

Alcohol and Other Drugs

Substance Abuse Awareness, Education and Prevention Benefits

Benefits

Communicable Diseases Guidelines

Computer Use Policies

Acceptable Use of Computing Resources
World Wide Web Pages
Use of material in Web Pages

Drug-free Schools and Campuses

Drug-free Work place

Official University Holidays

Miscellaneous Leaves of Absence

Family Leave

Medical (Sick) Leave

Personal Leave

Vacation Leave

Moving Expenses

Nepotism

Retirement Program

Smoking

Travel

College of Medical Sciences
Faculty Policy Manual
January, 2009

Tuition Waiver

Workers' Compensation

General Information

COLLEGE OF MEDICAL SCIENCES COMMITTEES

Faculty Council and Officers

Purpose: elect a faculty President and Secretary during the November/December meeting each year. The President Elect becomes the President the following year.

Meet: Quarterly.

Purpose: discuss academic issues and review and suggest faculty procedures.

Members: All current full-time CMS Faculty

Current President: Dr. Michael Parker

Current President Elect: Dr. Cheryl Pervis

Current Secretary: Dr. Bindu Mayi

Deans Council

Purpose: discuss current issues concerning faculty, chairs and administrators

Meet: as needed

Current Members: Department chairs, Assistant Dean for Student Affairs, Dean (Chair)

Committee on Committees

Purpose: determine the need for committees and the purpose of committee work

Meet: as needed

Current Members: Department chairs, Dean (Chair)

Course Curriculum Committee

Purpose: determine the need for courses and the interrelationships between courses, formulate educational goals consistent with College responsibilities, implement procedures to evaluate college educational goals and use evaluation results to improve educational programs.

Meet: as needed

Current Members: Drs. Howard Hada (Chair), Michael Parker, Wayne Schreier, William Gibson, Gerald Conover, Ronald Block, Harold Laubach

Faculty Time Management (FTE) Committee

Purpose: develop guidelines for assigned faculty workloads

Meet: as needed

Current Members: Department chairs, Dean (Chair)

Faculty Finance and Planning Committee

Purpose: monitor expenditures within the college and within each department, maintain proper control over purchasing and management of inventory, request funds to support college educational programs, evaluate budget planning and suggest revisions, determination of the final budget is by the Dean working with the appropriate financial officer and submitted to the Vice Chancellor and Provost of HPD and the yearly budget is prepared in January of each year and finalized in March, for submission to the Vice-Chancellor and Provost of HPD.

Meet: as needed
Current Members: Department chairs, Dean (Chair)

Committee on Student Progress

Purpose: review and evaluate the overall achievement of students' academic performance and professional behavior for the purposes of promotion, graduation, retention, repetition and dismissal. The Committee, after its review of a student record, may make one of the following recommendations: that the student be allowed to progress unimpeded through the Program, that the student be placed on Professional or Academic Probation for a finite period, that the student's course of study be extended, shortened or otherwise altered and that the student be dismissed from the Program. The decision of the Committee will be forwarded to the Dean, College of Medical Sciences. Upon approval by the Dean, the decision becomes a formal action or policy of the College of Medical Sciences. Policies and procedures necessary to carry out its responsibilities shall be formulated by the Committee at regularly scheduled meetings. Motions adopted will be recorded in the minutes by the Committee Chair and transcribed into the proper format for record.

Meet: as needed
Current Members: Drs. Lori Dribin (Chair), William Gibson, Gerald Conover, Howard Hada, Wayne Schreier, Michael Parker and Ronald Block

Faculty Credentials Committee

Purpose: evaluate transcripts of prospective faculty and determine if they are qualified for the position they are applying for.

Meet: as needed

The six individual committees are activated by the Department chair when needed. The composition of each committee is determined by the Department chair.

Current Chair Members: Department chairs, Dean (Chair)

Faculty and Course Teaching and Evaluations Committee

Purpose: develop and administer faculty and course teaching evaluations. Review the current forms and procedures, and implement any changes. Advise faculty and departmental chairs of their roles in the administration of evaluation forms.

Member Selection Process: One faculty member represents each department, total of six. One member rotates off each year. The chair is elected by the committee.

Meet: as needed

Current Members: Drs. Rick Yip (Chair), Michael Parker, Donald Burris, Broderick Jones, K.V. Venkatachalam and Harvey Mayrovitz

Faculty Research and Development Committee

Purpose: monitor and aid faculty research endeavors, prepare and keep a list of all departmental research abstracts, presentations and articles.

Meet: as needed

Member Selection Process: One faculty member represents each department, total of six. Chair is elected by the committee, each year.

Current Members: Drs. Donald Burris, Broderick Jones, Stephen Taraskevich, Grady Campbell, Kevin Tu and Charles Reigel (Chair)

Faculty Promotions and Raises Committee

Purpose: develop procedures for the determination of faculty promotions and raises.

Meet: as needed

Member Selection Process: One faculty member represents each department, total of six. One member rotates off each year. The chair is elected by the committee.

Current Members: Drs. Kelley Davis (Chair), Edye Groseclose, Stephen Taraskevich, Broderick Jones and Laurel Gorman

Graduate Program Committee

Purpose: monitor the graduate program in Biomedical Sciences. Identify the number of credit hours needed, determine the types of courses and identify the grade point average required for graduation and for continuing from semester to semester.

Meet: as needed

Member Selection Process: One faculty member represents each department. One member rotates off each year. The chair is selected by the committee.

Current Members: Drs. Donald Burris, Almos Trif, Thomas Panavelil, K.V. Venkatachalam, Yuri Zagvazdin and Lori Dribin (Chair)

Graduate School Interview Teams

Purpose: interview candidates for acceptance into the MBS program.

Meet: As needed

Current Members: Dr. Lori Dribin (Chair), Faculty members

Committee on Admissions

Purpose: pick MBS students for the incoming class in August of each year.

Meet: As needed

Current members: Assistant Dean for Student Affairs (Chair), Department chairs.

DESCRIPTION OF THE MASTERS OF BIOMEDICAL SCIENCE PROGRAM

Basic science is an important part of the curriculum of the Colleges of Osteopathic Medicine, Pharmacy, Optometry, Dental Medicine and Allied Health. The Medical Sciences departments offer a variety of courses, all with an approach to the medical aspects of existing programs. Each of the six departments in the College of Medical Sciences provides instruction in their disciplines for students in the colleges of the Health Professions Division. Departments are continuing to grow in size and have developed an adequate balance of faculty and staff to provide a high quality education for students in the various colleges. Some departments have also incorporated student laboratory periods into their curriculum. The background acquired by the faculty from this type of experience has had a positive impact on the development and implementation of a Master's of Science in Biomedical Science (M.B.S.). Graduates are prepared and encouraged to continue their career goals with a broadened understanding of biomedical science.

Program courses fulfill the M.B.S. degree with several options available. It prepares a student for admission to professional school or further develops an individual who is already a degreed professional. It is intended for individuals who feel they need to do postgraduate training, either before or after professional school, and want to receive a graduate degree as well. The design of an individual's program depends on the purpose for obtaining the degree and on the time allowable for completion of course work.

College Courses

Descriptions of courses are found in the Health Professions Division college catalog.

ACADEMIC AFFAIRS

Descriptions of the following policies are found in the College of Medical Sciences Student Handbook.

Grading Policies and Procedures

First and Second Year

Grade Disputes

Incomplete Coursework

Withdrawal from a Course

Academic Advisors

Academic Standing

Academic Promotion

Academic Curriculum Committee

Student Progress Committee

Course and Instructor Evaluations

Graduation Requirements

STUDENT AFFAIRS

Descriptions of the following policies are found in the College of Medical Sciences Student Handbook.

Classroom Behavior

Dress Code

Attendance

Leave of Absence

Code of Behavioral Standards

Committee on Behavioral Standards

Hearing Procedure

Discipline

Student Records

Appeal Procedures

DISMISSAL, SUSPENSION AND READMISSION POLICIES

Descriptions of the following policies are found in the College of Medical Sciences Student Handbook.

Dismissal

Readmission Following Dismissal

Suspension

Readmission Following Suspension

Academic Probation

Disciplinary Probation

Transfer of Credits

Appeal Policy

Academic Matters

Nonacademic Matters

Student Activity Groups

Health Professions Division Student Government

Medical Sciences Student Council

Student Responsibility to Obtain Information

Appendix A

FACULTY QUALIFICATIONS

NOVA SOUTHEASTERN UNIVERSITY Job Description

POSITION TITLE: Dean

POSITION #:

DEPARTMENT: College of Medical Sciences, Department

REPORTS TO: Provost/Chancellor/President

STATUS: FLSA Exempt_____ FLSA Non-Exempt_____

JOB LEVEL:

DATE:

PRIMARY PURPOSE:

Direct and oversee all aspects of the College of Medical Sciences ensuring that the program fulfills the College's mission, goals and objectives by performing the following duties personally or through subordinate managers; complies with SACS standards and meet the standards established by the Health Professions Division and the University.

ESSENTIAL JOB FUNCTIONS:

Direct and oversee all aspects of the College of Medical Sciences. Plan, develop and implement program goals, objectives, policies and procedures. Provide direction and guidance to Department Chairs to ensure the development of high quality programs within the College. Develop, implement and modify curriculum. Meet with administrators, faculty, and staff to effectively implement program objectives. Teach students in the Basic Science Program. Develop and maintain contacts with other universities in order to generate and maintain a good applicant pool. Select faculty and provide for their development. Assist in the development of University policies and procedures. Analyze data and prepare quarterly administrative reports. Monitor faculty and student performance.

MARGINAL JOB FUNCTIONS:

Perform other duties as required. Maintain work area in a neat and orderly fashion. Assist Provost and other staff in special projects as required. Familiarize the professional community with the College. Interface and coordinate with organizations within the scientific area. Act as liaison between the college and the professional community.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

The ability to orally communicate effectively with others, with or without the use of an interpreter is necessary. The ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aides or services is required. The ability to work cooperatively with colleagues and supervisory staff at all levels is required for the position. Extensive knowledge regarding all phases of basic science education is required. Good interpersonal skills are required into order to interact well with the patients, student doctors, residents and other

personnel. Proficient adult training skills are necessary. Proficient computer skills and familiarity with word-processing and spreadsheet software is required.

MINIMUM QUALIFICATIONS:

A Ph.D., D.O. or M.D. degree is required. Several years teaching and administrative experience is required.

PREFERRED QUALIFICATIONS:

A Ph.D. in an area needed in a department.

ESSENTIAL ABILITIES AND PHYSICAL REQUIREMENTS:

The incumbent may be exposed to short, intermittent or prolonged periods of sitting or standing in the performance of job duties. The incumbent may be required to accomplish job duties using various types of equipment and supplies including but not limited to, calculators, computer keyboards, telephones, writing utensils, etc. The incumbent may be required to transport oneself to other campus offices, conference rooms and other off-campus sites.

Nova Southeastern University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary. The following are essential abilities and physical requirements for all positions at the University.

Ability to orally communicate effectively with others;

Ability to communicate effectively in writing, using the English language;

Ability to work cooperatively with colleagues and supervisory staffs at all levels;

May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties;

May be required to accomplish job duties using various types of equipment/supplies to include, but not limited to, pens, pencils, calculators, computer keyboards, telephone, etc.;

May be required to transport oneself to other campus offices, conference rooms, and on occasion, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.

POSITION TITLE: Assistant Dean for Academic Affairs

POSITION #:

DEPARTMENT: Dean, College of Medical Sciences

REPORTS TO: Chair of Department, College of Medical Sciences

STATUS: FLSA Exempt_____ FLSA Non-Exempt_____

JOB LEVEL:

DATE:

PRIMARY PURPOSE:

Plan, direct and oversee Medical Science student academic affairs and activities ensuring they meet the college's mission, goals and objectives.

ESSENTIAL JOB FUNCTIONS:

Direct and oversee the College of Medical Sciences Student Academic Affairs. Develop and implement program goals and objectives. Monitor student progress. Participate in recruiting activities for the college. Oversee the development, implementation and evaluation of curriculum for the college. Prepare a variety of reports. Serve on the student progress committee. Perform other duties as required.

MARGINAL JOB FUNCTIONS:

Maintain work area in a neat and orderly fashion. Assist Dean and other staff in special projects as required.

REQUIRED KNOWLEDGE, SKILLS, OR ABILITIES:

The ability to orally communicate effectively with others, with or without the use of an interpreter is necessary. The ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aides or services is required. The ability to work cooperatively with colleagues and supervisory staff at all levels is required for the position. Good interpersonal skills are required in order to interact with other personnel. Proficient adult training skills are necessary. Proficient computer skills and familiarity with word processing and spreadsheet software are required.

MINIMUM QUALIFICATIONS:

A doctoral degree is required from a regionally accredited university. A minimum of five years teaching and student advising experience is required.

PREFERRED QUALIFICATIONS:

A Ph.D. in an area needed in the department.

ESSENTIAL ABILITIES AND PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to stand and walk, use hand to finger, handle, or feet objects, tools, or controls; as well as talk or hear. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. The employee may be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens,

pencils, calculators, computer keyboards, telephone, photocopier, overhead projectors, monitors, VCR recorders, etc.

Nova Southeastern University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary. The following are essential abilities and physical requirements for all positions at the University.

Ability to orally communicate effectively with others;

Ability to communicate effectively in writing, using the English language;

Ability to work cooperatively with colleagues and supervisory staffs at all levels;

May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties;

May be required to accomplish job duties using various types of equipment/supplies to include, but not limited to, pens, pencils, calculators, computer keyboards, telephone, etc.;

May be required to transport oneself to other campus offices, conference rooms, and on occasion, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.

POSITION TITLE: Assistant Dean for Student Affairs

POSITION #:

DEPARTMENT: College of Medical Sciences, Department

REPORTS TO: Dean, College of Medical Sciences

STATUS: FLSA Exempt_____ FLSA Non-Exempt_____

JOB LEVEL:

DATE:

PRIMARY PURPOSE:

Plan, direct and oversee Medical Science student affairs and activities ensuring they meet the college's mission, goals and objectives.

ESSENTIAL JOB FUNCTIONS:

Direct and oversee all aspects of the College of Medical Sciences Student Affairs activities. Develop and implement program goals and objectives. Oversee the admissions process for the College of Medical Sciences. Monitor student progress. Participate in recruiting activities for the college. Function as a faculty advisor to a variety of students' organizations. Prepare a variety of reports. Serve on the student progress committee. Perform other duties as required.

MARGINAL JOB FUNCTIONS:

Maintain work area in a neat and orderly fashion. Assist Dean and other staff in special projects as required. Participate on the University Student Council as the College of Medical Sciences representative.

REQUIRED KNOWLEDGE, SKILLS, OR ABILITIES:

The ability to orally communicate effectively with others, with or without the use of an interpreter is necessary. The ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aides or services is required. The ability to work cooperatively with colleagues and supervisory staff at all levels is required for the position. Good interpersonal skills are required in order to interact with other personnel. Proficient adult training skills are necessary. Proficient computer skills and familiarity with word processing and spreadsheet software are required.

MINIMUM QUALIFICATIONS:

A doctoral degree is required from a regionally accredited university. A minimum of five years teaching and student advising experience is required.

PREFERRED QUALIFICATIONS:

A Ph.D. in an area needed in the department.

ESSENTIAL ABILITIES AND PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to stand and walk, use hand to finger,

College of Medical Sciences
Faculty Policy Manual
January, 2009

handle, or feet objects, tools, or controls; as well as talk or hear. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. The employee may be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils, calculators, computer keyboards, telephone, photocopier, overhead projectors, monitors, VCR recorders, etc.

Nova Southeastern University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary. The following are essential abilities and physical requirements for all positions at the University.

Ability to orally communicate effectively with others;

Ability to communicate effectively in writing, using the English language;

Ability to work cooperatively with colleagues and supervisory staffs at all levels;

May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties;

May be required to accomplish job duties using various types of equipment/supplies to include, but not limited to, pens, pencils, calculators, computer keyboards, telephone, etc.;

May be required to transport oneself to other campus offices, conference rooms, and on occasion, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.

POSITION TITLE: Department Chair

POSITION #:

DEPARTMENT: College of Medical Sciences, Department

REPORTS TO: Dean, College of Medical Sciences

STATUS: FLSA Exempt_____ FLSA Non-Exempt_____

JOB LEVEL:

DATE:

PRIMARY PURPOSE:

Integrate the specific educational focus of the department into the major goals of the college.

ESSENTIAL JOB FUNCTIONS:

Manages the delivery of quality academic programs through allocation of the department's faculty and financial resources. Works with the Dean to set departmental goals and objectives, including research and service activities. Directs the recruitment, development, and evaluation of clinical and/or classroom full- and part-time faculty. Assigns full-, part-time, and adjunct faculty to teach, and coordinates the scheduling of lecturers. Manages curriculum development and outcome evaluation activities for both clinical and classroom courses offered in the Department. Advises and counsels students, faculty, and staff as needed. Prepares reports of student grades and other departmental activities for the Dean as assigned. Participates in and/or chairs committees for the college, Division and/or profession as assigned or elected. Coordinates interdepartmental or interdivisional activities where applicable.

MARGINAL JOB FUNCTIONS:

Recommends equipment and supplies for purchase. Teaches in the classroom or laboratory setting as assigned. Manages full- and part-time faculty and support staff assigned to the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from students, employees, regulatory agencies, or members of the professional community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management and public groups. Ability to apply basic financial and accounting concepts to interpret financial statements, balance sheets, and managerial accounting reports as well as develop the college's operating budget. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work cooperatively with colleagues, supervisors, and support staff at all levels. Maintain a personal professional development plan, which may include research and/or other creative activities, to assure growth and currency within an academic or administrative field.

MINIMUM QUALIFICATIONS:

A Ph.D. degree is required. Several years of teaching experience are required.

PREFERRED QUALIFICATIONS:

A Ph.D. in an area needed in the department.

ESSENTIAL ABILITIES AND PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodating may be made to enable individuals with disabilities to perform the essential functions. While performed the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand, walk and/or sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision.

Nova Southeastern University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary. The following are essential abilities and physical requirements for all positions at the University.

Ability to orally communicate effectively with others;

Ability to communicate effectively in writing, using the English language;

Ability to work cooperatively with colleagues and supervisory staffs at all levels;

May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties;

May be required to accomplish job duties using various types of equipment/supplies to include, but not limited to, pens, pencils, calculators, computer keyboards, telephone, etc.;

May be required to transport oneself to other campus offices, conference rooms, and on occasion, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.

POSITION TITLE: Full Professor

POSITION #:

DEPARTMENT: College of Medical Sciences, Department

REPORTS TO: Chair of Department, College of Medical Sciences

STATUS: FLSA Exempt_____ FLSA Non-Exempt_____

JOB LEVEL:

DATE:

PRIMARY PURPOSE:

A Professor has achieved an outstanding level of performance in educating students in the College of Medical Sciences. The academic rank of Full Professor reflects continuing professional growth and a minimum of five years as Associate Professor with three years of successful teaching at the rank of Associate Professor at NSU, and/or experience in a responsible professional position related to the academic area of specialization.

ESSENTIAL JOB FUNCTIONS:

Teach undergraduate or graduate courses in the classroom as assigned. Select teaching and evaluation strategies appropriate to the students and setting. Provides perspectives that include a respect for diverse views. Provide and maintain office hours for student advising, tutoring, remediation, and consultation. Participate in department and college-wide committees and meetings.

MARGINAL JOB FUNCTIONS:

Engage in curriculum development related to current and new courses. Maintain a personal professional development plan, which may include research and/or other creative activities, to assure growth and currency within the academic field. Display behavior consistent with professional ethics. Manage subordinates in the classroom or laboratory.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to analyze, and interpret scientific and technical journals. Ability to effectively present information to students, public groups, or professional organizations in the English language. Ability to work with appropriate mathematical concepts specific to the particular discipline. Ability to apply concepts to practical situations. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to interpret and utilize nonverbal symbolism (formulas, scientific equations, graphs, etc.). Ability to work cooperatively with colleagues, supervisors, and support staff at all levels. Adaptability and willingness to teach courses and/or perform special duties as assigned. Participate in state and/or local community service that is a recognized form of career development.

Mentor and/or orient new faculty as assigned.

MINIMUM QUALIFICATIONS:

A Ph.D., D.O. or M.D. degree is required.

PREFERRED QUALIFICATIONS:

A Ph.D. in an area needed in the department.

ESSENTIAL ABILITIES AND PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; as well as talk or hear. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee may be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils, calculators, computer keyboards, telephone, photocopier, overhead projectors, monitor and VCR recorders, etc. While performing the duties of this job, the employee may be exposed to toxic medications or chemicals, contact with "sharps" (i.e., needles) or body fluids, exposed to radiation (i.e., x-rays).

Nova Southeastern University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary. The following are essential abilities and physical requirements for all positions at the University.

Ability to orally communicate effectively with others;

Ability to communicate effectively in writing, using the English language;

Ability to work cooperatively with colleagues and supervisory staffs at all levels;

May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties;

May be required to accomplish job duties using various types of equipment/supplies to include, but not limited to, pens, pencils, calculators, computer keyboards, telephone, etc.;

May be required to transport oneself to other campus offices, conference rooms, and on occasion, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.

POSITION TITLE: Associate Professor

POSITION #:

DEPARTMENT: College of Medical Sciences, Department

REPORTS TO: Chair of Department, College of Medical Sciences

STATUS: FLSA Exempt_____ FLSA Non-Exempt_____

JOB LEVEL:

DATE:

PRIMARY PURPOSE:

An Associate Professor continues to improve in refining skills in educating students in the College of Medical Sciences. The academic rank of Associate Professor reflects continuing professional growth and a minimum of five years as an Assistant Professor with three years of successful teaching at the rank of Assistant Professor at NSU, and/or experience in a responsible professional position related to the academic area of specialization.

ESSENTIAL JOB FUNCTIONS:

Teach undergraduate or graduate courses in the classroom as assigned. Select teaching and evaluation strategies appropriate to the students and setting. Provide and maintain office hours for student advising, tutoring, remediation, and consultation. Participate in department and college-wide committees and meetings.

MARGINAL JOB FUNCTIONS:

Engage in curriculum development related to current and new courses. Maintain a personal professional development plan, which may include research and/or other creative activities, to assure growth and currency within the academic field. Display behavior consistent with professional ethics. Manage subordinates in the classroom or laboratory.

REQUIRED KNOWLEDGE, SKILLS OR ABILITIES:

Ability to analyze and interpret scientific and technical journals. Ability to effectively present information to students, public groups, or professional organizations in the English language. Ability to work with appropriate mathematical concepts specific to the particular discipline. Ability to apply concepts to practical situations. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.). Ability to work cooperatively with colleagues, supervisors, and support staff at all levels. Adaptability and willingness to teach courses and/or perform special duties as assigned. Participate in state and/or local community service that is a recognized form of career development. Mentor and/or orient new faculty as assigned.

MINIMUM QUALIFICATIONS:

A Ph.D., D.O. or M.D. degree is required.

PREFERRED QUALIFICATIONS:

A Ph.D. in an area needed by the department.

ESSENTIAL ABILITIES AND PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; as well as talk or hear. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee may be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils, calculators, computer keyboards, telephone, photocopier, overhead projectors, monitor and VCR recorders, etc. While performing the duties of this job, the employee may be exposed to toxic medications or chemicals, contact with "sharps" (i.e., needles) or body fluids, exposed to radiation (i.e., x-rays).

Nova Southeastern University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary. The following are essential abilities and physical requirements for all positions at the University.

Ability to orally communicate effectively with others;

Ability to communicate effectively in writing, using the English language;

Ability to work cooperatively with colleagues and supervisory staffs at all levels;

May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties;

May be required to accomplish job duties using various types of equipment/supplies to include, but not limited to, pens, pencils, calculators, computer keyboards, telephone, etc.;

May be required to transport oneself to other campus offices, conference rooms, and on occasion, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.

POSITION TITLE: Assistant Professor

POSITION #:

DEPARTMENT: College of Medical Sciences, Department

REPORTS TO: Chair of Department of, College of Medical Sciences

STATUS: FLSA Exempt_____ FLSA Non-Exempt_____

JOB LEVEL:

DATE:

PRIMARY PURPOSE:

An Assistant Professor has demonstrated expertise in educating students with a prior faculty appointment or by way of experience in a responsible professional position related to an academic area of specialization contained within the College of Medical Sciences. The academic rank of Assistant Professor is the initial appointment for a faculty member who does not meet the requirements for higher rank and/or who has demonstrated continuing professional growth at the rank of Instructor.

ESSENTIAL JOB FUNCTIONS:

Teach undergraduate or graduate courses in the classroom as assigned. Select teaching and evaluation strategies appropriate to the students and setting. Provide and maintain office hours for student advising, tutoring, remediation and consultation. Participate in department and college-wide committees and meetings.

MARGINAL JOB FUNCTIONS:

Engage in curriculum development related to current and new courses. Maintain a personal professional development plan, which may include research or other creative activities, to assure growth and currency within the academic field. Display behavior consistent with professional ethics. Manage subordinates in the classroom or laboratory.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, analyze, and interpret common scientific and technical journals. Ability to effectively present information to students, public groups, or professional organizations in the English language. Ability to work with appropriate mathematical concepts specific to the particular discipline. Ability to apply concepts to practical situations. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.). Ability to work cooperatively with colleagues, supervisors, and support staff at all levels. Adaptability and willingness to teach courses and/or perform special duties as assigned.

Participate in state and/or local community service that is a recognized form of career development. Mentor and/or orient new faculty as assigned.

MINIMUM QUALIFICATIONS:

A Ph.D., D.O. or M.D. degree is required.

PREFERRED QUALIFICATIONS:

A Ph.D. in an area needed by the department.

ESSENTIAL ABILITIES AND PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; as well as talk or hear. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee may be required to accomplish job duties using various types of equipment/supplies, to include, but not limited to pens, pencils, calculators, computer keyboards, telephone, photocopier, overhead projectors, monitor and VCR recorders, etc. While performing the duties of this job, the employee may be exposed to toxic substances or chemicals, contact with "sharps" (i.e., needles) or body fluids, exposed to radiation (i.e., x-rays).

Nova Southeastern University is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary. The following are essential abilities and physical requirements for all positions at the University.

Ability to orally communicate effectively with others;

Ability to communicate effectively in writing, using the English language;

Ability to work cooperatively with colleagues and supervisory staffs at all levels;

May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties;

May be required to accomplish job duties using various types of equipment/supplies to include, but not limited to, pens, pencils, calculators, computer keyboards, telephone, etc.;

May be required to transport oneself to other campus offices, conference rooms, and on occasion, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.

POSITION TITLE: Instructor

POSITION #:

DEPARTMENT: College of Medical Sciences, Department

REPORTS TO: Chair of Department, College of Medical Sciences

STATUS: FLSA Exempt_____ FLSA Non-Exempt_____

JOB LEVEL:

DATE:

PRIMARY PURPOSE:

An Instructor is expected to bring basic academic knowledge to the task of educating students in the Health Professions Division. The academic rank of Instructor is the initial appointment to the faculty or the appointment of a faculty member who does not meet requirements for higher rank.

ESSENTIAL JOB FUNCTIONS:

Teach undergraduate or graduate courses in the classroom as assigned. Implement teaching and evaluation strategies appropriate to the students and setting. Provide and maintain office hours for student advising, tutoring, remediation and consultation. Participate in department and college-wide committees and meetings as assigned.

MARGINAL JOB FUNCTIONS:

Engage in curriculum development related to current and new courses as assigned. Maintain a personal professional development plan, which may include research and/or other creative activities, to assure growth and currency within the academic field. Display behavior consistent with professional ethics.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to analyze and interpret scientific and technical journals. Ability to effectively present information to students, public groups, or professional organizations in the English language. Ability to work with appropriate mathematical concepts specific to the particular discipline. Ability to apply concepts to practical situations. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.). Ability to work cooperatively with colleagues, supervisors, and support staff at all levels. Adaptability and willingness to teach courses and/or perform special duties as assigned.

MINIMUM QUALIFICATIONS:

A master's degree or higher is required.

PREFERRED QUALIFICATIONS:

A master's degree in an area needed by the department.

ESSENTIAL ABILITIES AND PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to stand and walk, use hands to finger, handle, or feel objects, tools, or controls; as well as talk or hear. The employee is occasionally required to sit and

reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee may be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils, calculators, computer keyboards, telephone, photocopier, overhead projectors, monitor and VCR recorders, etc. While performing the duties of this job, the employee may be exposed to toxic substances or chemicals, contact with "sharps" (i.e., needles) or body fluids, exposed to radiation (i.e., x-rays).

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Ability to orally communicate effectively with others;

Ability to communicate effectively in writing, using the English language;

Ability to work cooperatively with colleagues and supervisory staffs at all levels;

May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties;

May be required to accomplish job duties using various types of equipment/supplies to include, but not limited to, pens, pencils, calculators, computer keyboards, telephone, etc.;

May be required to transport oneself to other campus offices, conference rooms, and on occasion, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.

POSITION TITLE: Part-time Full Professor

POSITION #:

DEPARTMENT: College of Medical Sciences, Department

REPORTS TO: Chair of Department, College of Medical Sciences

STATUS: FLSA Exempt_____ FLSA Non-Exempt_____

JOB LEVEL:

DATE:

PRIMARY PURPOSE:

A Part-time Professor has achieved an outstanding level of performance in educating students in the College of Medical Sciences. The academic rank of Part-time Full Professor reflects continuing professional growth and a minimum of five years as Associate Professor with three years of successful teaching at the rank of Associate Professor at NSU, and/or experience in a responsible professional position related to the academic area of specialization.

ESSENTIAL JOB FUNCTIONS:

Teach undergraduate or graduate courses in the classroom as assigned. Select teaching and evaluation strategies appropriate to the students and setting. Provides perspectives that include a respect for diverse views. Provide and maintain office hours for student advising, tutoring, remediation, and consultation.

MARGINAL JOB FUNCTIONS:

Engage in curriculum development related to current and new courses. Maintain a personal professional development plan, which may include research and/or other creative activities, to assure growth and currency within the academic field. Display behavior consistent with professional ethics. Manage subordinates in the classroom or laboratory.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to analyze, and interpret scientific and technical journals. Ability to effectively present information to students, public groups, or professional organizations in the English language. Ability to work with appropriate mathematical concepts specific to the particular discipline. Ability to apply concepts to practical situations. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to interpret and utilize nonverbal symbolism (formulas, scientific equations, graphs, etc.). Ability to work cooperatively with colleagues, supervisors, and support staff at all levels. Adaptability and willingness to teach courses and/or perform special duties as assigned. Participate in state and/or local community service that is a recognized form of career development.

MINIMUM QUALIFICATIONS:

A Ph.D., D.O. or M.D. degree is required.

PREFERRED QUALIFICATIONS:

A Ph.D. in an area needed by the department.

ESSENTIAL ABILITIES AND PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; as well as talk or hear. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee may be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils, calculators, computer keyboards, telephone, photocopier, overhead projectors, monitor and VCR recorders, etc. While performing the duties of this job, the employee may be exposed to toxic medications or chemicals, contact with "sharps" (i.e., needles) or body fluids, exposed to radiation (i.e., x-rays).

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Ability to orally communicate effectively with others;

Ability to communicate effectively in writing, using the English language;

Ability to work cooperatively with colleagues and supervisory staffs at all levels;

May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties;

May be required to accomplish job duties using various types of equipment/supplies to include, but not limited to, pens, pencils, calculators, computer keyboards, telephone, etc.;

May be required to transport oneself to other campus offices, conference rooms, and on occasion, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.

POSITION TITLE: Part-time Associate Professor

POSITION #:

DEPARTMENT: College of Medical Sciences, Department

REPORTS TO: Chair of Department, College of Medical Sciences

STATUS: FLSA Exempt_____ FLSA Non-Exempt_____

JOB LEVEL:

DATE:

PRIMARY PURPOSE:

A Part-time Associate Professor has achieved an outstanding level of performance in educating students in the College of Medical Sciences. The academic rank of Part-time Associate Professor reflects continuing professional growth and a minimum of five years as Assistant Professor and/or experience in a responsible professional position related to the academic area of specialization.

ESSENTIAL JOB FUNCTIONS:

Teach undergraduate or graduate courses in the classroom as assigned. Select teaching and evaluation strategies appropriate to the students and setting. Provides perspectives that include a respect for diverse views. Provide and maintain office hours for student advising, tutoring, remediation, and consultation.

MARGINAL JOB FUNCTIONS:

Engage in curriculum development related to current and new courses.
Maintain a personal professional development plan, which may include research and/or other creative activities, to assure growth and currency within the academic field. Display behavior consistent with professional ethics.
Manage subordinates in the classroom or laboratory.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to analyze, and interpret scientific and technical journals. Ability to effectively present information to students, public groups, or professional organizations in the English language. Ability to work with appropriate mathematical concepts specific to the particular discipline. Ability to apply concepts to practical situations. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to interpret and utilize nonverbal symbolism (formulas, scientific equations, graphs, etc.). Ability to work cooperatively with colleagues, supervisors, and support staff at all levels. Adaptability and willingness to teach courses and/or perform special duties as assigned. Participate in state and/or local community services that is a recognized form of career development.

MINIMUM QUALIFICATIONS:

A Ph.D., D.O. or M.D. degree is required.

PREFERRED QUALIFICATIONS:

A Ph.D. in an area needed in the department.

ESSENTIAL ABILITIES AND PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; as well as talk or hear. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee may be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils, calculators, computer keyboards, telephone, photocopier, overhead projectors, monitor and VCR recorders, etc. While performing the duties of this job, the employee may be exposed to toxic medications or chemicals contact with "sharps" (i.e., needles) or body fluids, exposed to radiation (i.e., x-rays).

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Ability to communicate effectively in writing, using the English language;

Ability to work cooperatively with colleagues and supervisory staffs at all levels;

May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties;

May be required to accomplish job duties using various types of equipment/supplies to include, but not limited to, pens, pencils, calculators, computer keyboards, telephone, etc.;

May be required to transport oneself to other campus offices, conference rooms, and on occasion, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.

POSITION TITLE: Director of Teaching Laboratories

POSITION #:

DEPARTMENT: College of Medical Sciences, Department

REPORTS TO: Chair of Department of Anatomy, College of Medical Sciences

STATUS: FLSA Exempt_____ FLSA Non-Exempt_____

JOB LEVEL:

DATE:

PRIMARY PURPOSE:

Ensure that the laboratories are operational and functional through advanced planning, maintenance and organization.

ESSENTIAL JOB FUNCTIONS:

Keep an inventory of supplies and chemicals and reorder as necessary. Store chemicals as required by OSHA. Maintain material safety data sheets. Keep records of the cadavers and identify the ones whose ashes are to be returned to relatives. Maintain and repair dissecting tables, articulated skeletons, bones and models. Make available to the students, videos and models that pertain to the specific anatomy session. Check out bone sets to the students and inventory when returned. Repair or replace broken or missing bones. Notify maintenance of needed building or plumbing repairs and housekeeping of any cleaning problems. Maintain the integrity of the cadavers and organs with wetting solution and treat mold outbreaks with chemicals. Prepare lab sessions by setting out prosected and demonstration specimens, models, x-rays and tools. Make the following items available during lab sessions: saws, hammers, chisels, bone cutters, sharps containers, eye protection, first aid supplies, tissue buckets. Bag and store human remains build-up. Participate in the receipt, preparation, storage and disposal of cadavers. Assist faculty in the prosecting of organs and body parts and the extraction of brains. Maintain fluid level in containers of organs and prosected specimens. Set up lab for practical examinations: arrange dissecting tables and view cadaver, set out specimens, supplies and answer sheets, hook up P.A. system, help proctor exam. Patrol the labs to ensure that the students are working in a professional and safe manner.

MARGINAL JOB FUNCTIONS:

Supervise the teaching fellows and provide the instruments and supplies required for their dissection. Keep attendance records and fill out time sheets for payroll. Pick up and distribute their paychecks. Work with outside groups that will be using the Anatomy facilities. Prepare human remains for pick-up at the end of the gross anatomy course. Organize and maintain the organ room, remains room, bone room and store rooms. Assist with the histology and pathology labs by providing supplies and pathogenic specimens and helping set up for lab practical examinations. Over-seeing security of the microscopes, keeping attendance on the laboratory technician and laboratory assistant. Proctor written examinations if available.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, analyze and interpret common scientific and technical journals. Ability to respond in English to common inquiries from students and/or faculty. Ability to write general correspondence or procedural manuals in English. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to work cooperatively with

colleagues, supervisors, and support staff at all levels. Must be familiar with a microscope and pH meters.

MINIMUM QUALIFICATIONS:

Bachelor's degree in a related medical field or one to two years related experience and/or training, or equivalent combination of education and experience.

PREFERRED QUALIFICATIONS:

A bachelor's degree in biology.

ESSENTIAL ABILITIES AND PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; as well as talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee may be occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The employee must occasionally lift equipment and/or supplies. The employee must have the mental and physical ability to work in direct contact with embalmed anatomical material.

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Ability to communicate effectively in writing, using the English language;

Ability to work cooperatively with colleagues and supervisory staffs at all levels;

May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties;

May be required to accomplish job duties using various types of equipment/supplies to include, but not limited to, pens, pencils, calculators, computer keyboards, telephone, etc.;

May be required to transport oneself to other campus offices, conference rooms, and on occasion, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.

POSITION TITLE: Laboratory Technician

POSITION #:

DEPARTMENT: College of Medical Sciences, Department of Anatomy

REPORTS TO: Director of Teaching Laboratories, College of Medical Sciences

STATUS: FLSA Exempt_____ FLSA Non-Exempt_____

JOB LEVEL: NE81

DATE:

PRIMARY PURPOSE:

Assist teaching faculty in the maintenance of the medical science laboratories and participates in selected teaching and research activities. Assist anatomy laboratory faculty and staff in the maintenance of equipment, instruments and anatomical material.

ESSENTIAL JOB FUNCTIONS:

Participate in activities that require the physical movement of cadavers and specimens. Assist in the maintenance of dissecting tables, tools, and instruments. Assist in the set-up and breakdown of laboratory practical examinations. Assist in the inventory and maintenance of anatomical material.

MARGINAL JOB FUNCTIONS:

Performs research activities as directed by faculty members.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, analyze and interpret common scientific and technical journals. Ability to respond in English to common inquiries from students and/or faculty. Ability to write general correspondence or procedural manuals in English. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to work cooperatively with colleagues, supervisors, and support staff at all levels. Must be familiar with microscope and pH meters.

MINIMUM QUALIFICATIONS:

Bachelor's degree in a related medical field, or one to two years related experience and/or training, or equivalent combination of education and experience.

PREFERRED QUALIFICATIONS:

Bachelor's degree in biology and two years related experience.

ESSENTIAL ABILITIES AND PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; as well as talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The

employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee may be occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The employee must occasionally lift equipment and/or supplies. The employee must have the mental and physical ability to work in direct contact with embalmed anatomical material.

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May be required to accomplish job duties using various types of equipment/supplies to include, but not limited to, pens, pencils, calculators, computer keyboards, telephone, etc.;

May be required to transport oneself to other campus offices, conference rooms, and on occasion, to off-campus sites to attend meetings, conferences, workshops, seminars, etc.

POSITION TITLE: Laboratory Assistant

POSITION #:

DEPARTMENT: College of Medical Sciences, Department

REPORTS TO: Director of Teaching Laboratories, College of Medical Sciences

STATUS: FLSA Exempt_____ FLSA Non-Exempt_____

JOB LEVEL:

DATE:

PRIMARY PURPOSE:

Assist teaching faculty in the maintenance of the medical science laboratories.

ESSENTIAL JOB FUNCTIONS:

Maintains and cleans all laboratory rooms at assigned intervals. Maintains and cleans animal facilities at assigned intervals. Cleans, organizes and returns all laboratory glassware to appropriate department. Works closely with Laboratory Technician in preparation of all teaching labs.

MARGINAL JOB FUNCTIONS:

Maintain and clean all rooms in the animal facilities and monitor the animals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read and comprehend instructions, correspondence and memos. Ability to write correspondence in English. Ability to effectively present information in English, to students, in one-on-one, and small group situations. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to apply understanding to carry out instructions furnished in written, oral or diagram form. Ability to work cooperatively with colleagues, supervisors and support staff at all levels.

MINIMUM QUALIFICATIONS:

High school diploma or general education degree, or three or more months related experience and/or training, or equivalent combination of education and experience.

PREFERRED QUALIFICATIONS:

A high school diploma.

ESSENTIAL ABILITIES AND PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; as well as talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee may be occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to respiratory aerosols and contact with body fluids. The

employee must occasionally lift equipment and/or supplies.

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Appendix B

Course Evaluation Forms

Form for Student Evaluation of Courses

Each statement shall have five possible responses:

strongly agree
agree
disagree
strongly disagree
not applicable

1. The course objectives were clearly stated in the syllabus.
2. The grading criteria were clearly explained in the syllabus.
3. The instructional materials used in this course were useful and appropriate.
4. The course materials were presented in a logical and easily understood sequence.
5. The content of the course reflected the course objectives.
6. The exams fairly represented the material presented in the course.
7. Handout material (if any) aided my comprehension of the material.
Please write constructive suggestions on the back of this form.

Form for Student Evaluation of Instructors

Each statement shall have five possible responses:

strongly agree
agree
disagree
strongly disagree
not applicable

1. The instructor was knowledgeable about the subject material.
2. The instructor had an enthusiastic attitude towards the course and the students.
3. The instructor's explanations of difficult material were clear and helpful.
4. The instructor's lectures were well organized.
5. The instructor provided opportunities for questions and discussion during class.
6. The instructor's digressions from the lecture topics were relevant and health related.
7. The instructor was well prepared for the class sessions.
8. The audiovisual aids used were instructive and effective.
9. The instructor was available to students outside of the lecture.
10. My overall evaluation of this instructor is superior (one of the best).
11. The instructor's materials were appropriate and helpful.

Please write constructive suggestions on the back of this form.

Form for Student Evaluation of Laboratories

Each statement shall have five possible responses:

strongly agree
agree
disagree
strongly disagree
not applicable

1. The laboratory objectives were clearly stated in the syllabus.
2. The grading criteria for the laboratory were clearly explained in the syllabus.
3. The laboratory materials (lab manual, handouts, visual aids, etc.) reflected the objectives of the Laboratory course.
4. There was sufficient time to complete the laboratory exercises.
5. Laboratory instructors were available.
6. Laboratory instructors were helpful.
7. The laboratory and lecture materials were helpful and well integrated.
8. The laboratory exams reflected the laboratory objectives.

Please write constructive suggestions on the back of this form.

Peer Evaluators Form

- A. Instructors Name: _____
B. College: _____
C. Basic Science Department: _____
D. Course Name and Number: _____
E. Evaluation Time Frame: (dates for evaluation)

F. Departmental Chair's Name: _____

G. Non-departmental Faculty Member (selected by instructor):

H. Non-departmental Faculty Member (selected by committee):

*Fill out items A through G and return each form to the Chair of the Evaluation Committee. Do this for each course in which you are lecturing. Complete this form during the first two weeks of each semester.

Form for Peer Evaluations

Instructor _____
Course Name _____
Course Number _____
Date of evaluation _____

Prior to evaluating a fellow faculty member, please obtain a copy of the appropriate handout material, and notify them that you will be evaluating them.

Rating scale:

1. Needs improvement in this area.
2. Demonstrates competency in this area.
3. Demonstrates exceptional talent in this area.
- N. No opportunity to evaluate.

Demonstrates knowledge and/or skill in the discipline being taught. 1 2 3 N

Maintains attention and the control of the classroom. 1 2 3 N

Speaks distinctly with sufficient volume. 1 2 3 N

Speaks distinctly with appropriate speed. 1 2 3 N

Maintains good eye contact and speaks to the entire class. 1 2 3 N

Uses vocabulary appropriate to the level of the material being presented. 1 2 3 N

Uses teaching materials appropriate to the level of material presented 1 2 3 N

Treats all students with fairness and respect. 1 2 3 N

Handout material appropriate and well organized 1 2 3 N

Handout material aids the student's understanding of the lecture. 1 2 3 N

Material presented correlated with the handouts. 1 2 3 N

Visual aids were useful and effective. 1 2 3 N

The instructor was well prepared for class. 1 2 3 N

Challenges the students to think about the subject matter being presented. 1 2 3 N

My overall rating of this instructor. 1 2 3 N

This faculty member has demonstrated improvement in teaching. YES/NO

Appendix C

Format for Faculty Curriculum Vitae

CURRICULUM VITAE

NAME

DATE

TITLE AND PRESENT POSITION (include institutional address and work phone number)

HOME ADDRESS

EDUCATION (most recent degree first)

Degree - Subject - Date - Granting Institution

EMPLOYMENT (most recent appointment first)

Dates - Job Title - Department/Division - Institution

TEACHING EXPERIENCE (most recent first: Institution - Subject - Years Taught)

ADMINISTRATIVE AND COMMITTEE EXPERIENCE

PUBLICATIONS (most recent first)

REFEREED JOURNAL ARTICLES

Authors - Year - Article Title - Journal Title - Volume (Issue) - pages.

NONREFEREED JOURNAL ARTICLES

ABSTRACTS

Authors - Year - Article Title - Journal Title - Volume (Issue) - pages.

PRESENTATIONS (Authors - Year - Title - Audience)

AWARDS AND HONORS

SPECIAL TRAINING/LICENSURES (specialty courses, etc.)

AFFILIATIONS (societies)

FUNDED RESEARCH (most recent first: Title - Date - Funding Agency - Investigators)

EDITORIAL RESPONSIBILITIES (most recent first: Journal or Book - Institution - Date)

COMMUNITY ACTIVITIES