

## Job Description

**JOB TITLE:** Program Chair and Founding Program Director, Physician Assistant Program  
**DATE:** April 17, 2023  
**DEPARTMENT:** Academic Affairs, College of Health Sciences  
**REPORTS TO:** Dean, College of Health Sciences  
**LOCATION:** Campus, with 20% remote.

**POSITIONS SUPERVISED:** The Program Chair and Founding Program Director supervises all PA program faculty and staff.

### **ACADEMIC AFFAIRS BRIEF SUMMARY OF OPERATIONALIZING THE MISSION, VISION AND VALUES (MVV) OF LOGAN UNIVERSITY**

The Division of Academic Affairs is responsible for operationalizing the MVV through the lens of student experience and success. The four key goals that align with the university strategic priorities and operationalize the MVV within academic affairs include:

1. STUDENT ENGAGEMENT AND SUCCESS
2. FACULTY AND STAFF (“WORKFORCE”) ENGAGEMENT AND SATISFACTION
3. EXCELLENCE THROUGH CONTINUOUS IMPROVEMENT
4. SUSTAINABILITY

The division sees COMPLIANCE not as a goal, but as a way of doing business and ensuring compliance is embedded in all we do.

Through the Division of Academic Affairs program philosophy and brand awareness, the curriculum is designed and developed to be in line with or at the forefront of current educational best practices, as such, the pedagogical practices within each program must consider the constructivist learning theory that is based in students constructing knowledge and meaning from experience. Constructivist classrooms are student-centered, interactive, and provide ample opportunity to apply new knowledge through building upon existing knowledge with hands-on and practical application. Activities to introduce and reinforce the defined learning outcomes, ensure relevant and meaningful learning goals; and are kept up to date based on the current state and anticipated needs of future professionals; our students. Experiential programs understand that early and immersive clinical education embedded into these programs in a meaningful way, is critical to developing the most confident and capable clinicians.

In a demanding environment, such as health professions and health science education, the Division of Academic Affairs ensures students are supported for success not only through its curriculum design and delivery philosophy and by knowledgeable, available, and engaged

faculty; but also, through support and co-curricular experiences that provide students with the resources and well-rounded experience they need to meet their educational goals.

The Division of Academic Affairs assesses the effectiveness of its programs, key processes, and strategic priorities and uses the knowledge gained from the assessment process to continually learn, grow, and improve for the good of our current and future students.

## **POSITION SUMMARY**

This position requires an innovative and dedicated individual to develop and oversee all aspects of the evolving PA program. The individual will work closely with university administration to develop and implement the program's strategic plan; create, document, and assess educational outcome measures that will ensure progress culminating in the successful completion of the application for provisional accreditation with the ARC-PA. This is a full-time position with salary and competitive benefits commensurate with experience and qualifications. Logan University boasts two anatomage tables, a thriving simulation lab, an anatomy lab with another lab under construction; engages in cadaveric dissection/prosection in current programs; and actively seeks a candidate looking to engage in an advanced health science, physician assistant geared curriculum.

## **Duties and Responsibilities**

1. The Program Chair and Founding Program Director will hold current certification by the National Commission on Certification of Physician Assistants (NCCPA) or current PA licensure (PA Emeritus is accepted).
2. Possess knowledge and experience with ARC-PA accreditation.
3. Collaborate with University Senior Administration, the medical director, faculty, and staff in activities related to the developing PA program.
4. Provide leadership and guidance for the program:
  - Organization
  - Administration
  - Fiscal management
  - Continuous review and analysis
  - Planning
  - Development
  - Academic planning includes Didactic and Clinical curricula as they relate to program and policy development and modifications.
5. Liaise with appropriate offices and departments involved in medical/health education and with external agencies useful to the developing PA Program, including ARC-PA, HLC.
6. Develop the self-study process.

7. Develop learning strategies consistent with the Mission and Goals of the developing program
8. Work within the institution to create the admissions process.
9. Advise on recruitment and marketing strategies.
10. Assist the Dean, Admissions and Marketing in the development of program information materials and play an integral role in the student recruitment process and growth of the developing program.
11. Interview and recommend candidates for faculty and staff positions within the department. Ensure that credentials of faculty meet accreditation requirements and are properly documented.
12. Conduct on-site evaluations and monitor annual reviews of all faculty members within the department.
13. Serve the College and University on committees as requested by the College Dean.
14. Ensure that the PA programmatic curriculum, policies, and procedures meet state and national accreditation standards (ARC-PA).
15. Perform other duties as assigned by the College Dean and/or Chief Academic Officer.

## **EDUCATION**

1. A doctorate degree in an appropriate field of health/medical education preferred. (Do note that Logan University offers a Doctor of Health Professions Education degree; pursuit of which can be part of the benefits package).
2. Graduate of an accredited Physician Assistant/Associate Studies program, from an ARC-PA and regionally accredited university is required.
3. Certificates, Licenses, Registrations: Required as appropriate to degree possessed.

## **EXPERIENCE**

1. A minimum of five years of classroom experience and prior progressive education responsibilities in administration/training is required.
2. Five to ten years of experience in planning, developing, implementing, and evaluating an accredited PA program preferred
3. The individual must have an understanding of future trends in health professions education, research, and practice.
4. The individual must be sensitive to the needs of faculty, students and staff, and must have the ability to be an articulate spokesperson for Logan on a local, state, and national level
5. The applicant will have at least three years of healthcare experience

## ATTRIBUTES

1. Mission driven; and
2. values and promotes diversity; and
3. demonstrates empathy; and
4. puts students first; and
5. demonstrates a positive attitude; and
6. values evidence informed practices; and
7. demonstrates character; and
8. promotes teamwork.

## COMPETENCIES

**Key competencies include social and emotional intelligence, courage, conflict management skills, decision-making skills, influence skills, and content expertise consistent with the position description, responsibilities, and attributes.** To perform the job successfully an individual must have a strong academic and Health Professions Education, particularly Physician Assistant/Associate focused background, with demonstrated administrative and organizational ability. The individual must have successful teaching experience, strong interpersonal and written/oral communication skills, be a good listener, and be able to work with individuals and groups effectively. The individual must be able to set goals and objectives, prioritize and plan work activities, and meet deadlines. The individual must be an effective mentor and supervisor. The ability to handle pressures of balancing the time required dealing with individual problems of faculty, students, and staff while completing the necessary planning, executing programs, reports, meetings, and teaching responsibilities are expected.

## DIVERSITY & INCLUSION

Logan University strives to be an educational leader that is authentic, intentional, and strategic about diversity, fairness, and the development of an inclusive campus community. We acknowledge and respect the differences in human experience that shape and enriches education, healthcare, society, and our institution.

It is our expectation that all employees support the mission and vision of the university and carry out their professional duty aligned with Logan University Values: Respect, Diversity, Empathy, Student First, Positive Attitude, Evidence-Informed, Character, and Teamwork.

Logan University does not discriminate on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, pregnancy, veteran status, genetic information or any other basis prohibited by applicable law. All Logan employees are expected to complete annual compliance training by assigned deadlines, which includes CPR certification (CPR training is provided at Logan University).

## **WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers, photocopiers, and smartphones.

## **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. Specific vision abilities required by this job include close vision and the ability to adjust focus. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.