



Physician Assistant (PA) Program Principal Faculty Job Description

The [PA Program](#) **Principal Faculty** position is a full-time, twelve-month tenure-track position that reports to the PA Program Director. Principal Faculty are instrumental in developing, implementing, assessing, and refining all aspects of the curriculum as guided by the Program Director and in accordance with the current ARC-PA standards. Principal faculty members work in both the didactic and clinical phases of the curriculum and requires the individual to work closely with other principal faculty members, the Program Director, instructional faculty, and students to promote the achievement of programmatic goals, student competencies and learning outcomes.

Qualifications:

Minimum Qualifications:

- Earned Master's degree in relevant field from an accredited higher education institution
- Current NCCPA certification
- Three years of experience in clinical PA practice

Other Qualifications:

- All employees are required to undergo a background check

Key Responsibilities/Essential Job Functions:

Teaching (60%)

- Participate in the development, evaluation, and revision of course descriptions, course learning outcomes, instructional objectives, and methods of student assessment for each course in the program in collaboration with the Directors of Didactic Education and Experiential Learning
- Direct courses, including the design, implementation, coordination, and evaluation of individual courses and the curriculum
- Develop and participate in student assessment, evaluation of performance, and remediation
- Ensure instructional faculty are adequately trained and skilled to use various education methodologies and effectively deliver instruction
- Coordinate class scheduling to optimize learning
- Participate in clinical site monitoring and other activities in the clinical phase of the program, as needed
- Provide academic coaching to students
- Monitor and document student performance and progression in meeting programmatic competencies
- Provide student instruction in the classroom
- Facilitate small group sessions

Administrative (15%)

- Participate in developing, reviewing and revising the mission statement, goals and competencies of the program
- Participate in overall program evaluation
- Engage in the ongoing program self-assessment processes
- Integrate technology and other resources to support an effective learning environment
- Ensure all program policies, procedures and practices are implemented correctly and consistently

- Attend and participate in all departmental faculty meetings, retreats and accreditation-related activities
- Recruit didactic and clinical instructional faculty/clinical sites to meet the needs of the program
- Participate in planned student recruiting, admissions, and retention activities as assigned by the Program Director

Scholarship (10%)

- Regularly engage in scholarship activities that promote the College and PA program missions and positions the PA program as a leader in PA education
- Keep abreast of the new knowledge in the field to ensure courses, syllabi, instructional materials and techniques, and teaching methods are current and appropriate, and to participate where appropriate, in college-sponsored curriculum development programs and projects
- Engage in distinctive course and academic program development efforts; participate in professional colloquia, seminars, and workshops; and share ideas and the results of scholarly endeavors with peers both at the College and in the larger academic community

Service (10%)

- Attend orientation programs and faculty meetings; participate in academic duties as an active member of the College community.
- Participate in academic governance of program.
- Serve as representative on College level committees as assigned, as well as on other task forces and committees that assist in the formation of academic policies and related matters
- Assist with co-curricular activities to include organization of, participation in, or presentation of faculty forums or workshops; advising student clubs and societies; participation in, organization of, providing guidance and assistance to extra-curricular or co-curricular College events such as banquets, guest speaker forums, or PA program ceremonies
- Engage in professional organizations, clinical practice and/or other activities that promote the PA profession and help to maintain clinical practice knowledge

Other related duties as assigned (5%)

- Actively participate as an effective member of the team by completing assigned duties, accepting additional assignments or reassignments as determined by the PA Program Director

[Austin College](#) is a leading national independent liberal arts college located north of Dallas in Sherman, Texas. Founded in 1849, it is the oldest institution of higher education in Texas operating under original charter and name. Recognized nationally for academic excellence in the areas of international education, pre-professional training, and leadership studies, the College seeks to provide an academically challenging and lively community of students and teachers who are committed to intellectual growth through individual and collaborative endeavors. Austin College is one of 40 schools profiled in Loren Pope's influential book *Colleges That Change Lives*.

All correspondence about the Principal Faculty position for the PA Program search at Austin College should be directed to [Dr. Diana Noller](#), Director of the Master of Medical Science – PA Program at dnoller@austincollege.edu.

Please submit all applications and nominations electronically to: PAProgramSearch@austincollege.edu

Complete applications should include the following:

1. Cover letter outlining your interest and qualifications for the position;
2. Updated CV outlining your experience and qualifications;
3. List of three (3) professional references including name, title, contact information, and relationship to you (at least one reference must be from a previous immediate supervisor); and
4. A statement about how you will integrate diversity, equity, and inclusion into the program (this may be included in your cover letter).

This position is ready to be filled immediately.

Austin College is an *Equal Opportunity Employer* which serves a diverse student body and is committed to the same in the hiring process. Applicants must be currently authorized to work in the United States for any employer.