



## **Chair – School of Physician Assistant Education**

Full Time / Salary / Exempt

### **REPORTS TO**

VPAA College of Professional and Graduate Studies

### **DEPARTMENT**

College of Professional and Graduate Studies

### **EFFECTIVE DATE**

July 1, 2021

### **JOB SUMMARY**

Provides effective development and leadership of all facets of the PA program (MSM-PA) and School of Physician Assistant Education of Southern Nazarene University.

### **RESPONSIBILITIES**

#### **Essential Functions:**

- Oversees development and preparation for and continuing assessment towards accreditation for MSM-PA from the ARC-PA and HLC.
- Ensures recruitment of well-qualified and promising faculty and professional staff.
- Collaborates with the VPAA of Professional and Graduate Studies to effectively communicate and plan for the School's priorities and needs (personnel, space, funding, etc.)
- Leads ongoing curricular development and revision that maintain state-of-the-art program of excellence.
- Conveys a clear sense of purpose of the School of Physician Assistant Education consistent with that of the University.
- Guides, collaborates, and implements with the program's faculty/staff to set clear and realistic goals for a sound organizational plan to accomplish school's goals.
- Provides day-to-day management of program matters, including faculty and staff hiring, evaluation and development.
- Leads the program in its movement toward student-centered active learning approaches.
- Establishes and monitors clinical affiliation sites and agreements.
- Coordinates and assesses courses offered and leads work with continuous program evaluation, analysis, and improvement.
- Oversees school's fiscal management.
- Teaches in area(s) of expertise.



- Performs service activities that advance the programs and the profession, including assisting in the recruitment, orientation, and retention of students.
- Effectively communicates the administration's priorities and expectations to the School's faculty and staff.
- Fosters an appropriate balance among academic specializations within the School of Physician Assistant Education.
- Involves Physician Assistant faculty and staff appropriately in decisions and recommendations affecting the program.
- Is a mentor for Physician Assistant faculty.
- Encourages effective working relationships with other departments and schools.

**Required Qualifications:**

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.
- An understanding of the importance for diversity, inclusion, and equity
- Graduate of an accredited physician assistant program
- Master's degree
- NCCPA certified or certification eligible
- Licensed (or eligible for licensure) as a physician assistant in Oklahoma.
- Prior experience with the development of a physician assistant program

**Preferred Qualifications:**

- Doctorate
- Prior academic experience as a department chair

**Supervision Received:**

Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide work direction.

**Supervision Exercised:**

May be responsible for the coordination of work assignments for student employees.



## BENEFITS

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

**Updated: August 17, 2020**

### **SOUTHERN NAZARENE UNIVERSITY DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

### **SOUTHERN NAZARENE UNIVERSITY NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

#### **Students contact:**

Dean of Students  
Southern Nazarene University  
Office of Student Life  
6612 NW 42nd St.  
Webster Commons, Lower-Level Suite 110A  
Bethany, OK 73008  
405-491-6336/ Email: [kbradley@snu.edu](mailto:kbradley@snu.edu)

#### **Employees contact:**

Director of Human Resources (or immediate supervisor)  
Southern Nazarene University  
6729 NW Expressway  
Bresee Hall, Room 306  
Bethany, OK 73008  
405-491-6333/ Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)

#### **Chief Diversity Officer**

Vice-President for Intercultural Learning and Engagement



Southern Nazarene University  
6729 NW 39th Expressway  
Bresee Suite 200  
Bethany, OK 73008  
405-491-6600/ Email: [lcrouso@mail.snu.edu](mailto:lcrouso@mail.snu.edu)

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

**Executive Vice President**

Southern Nazarene University  
6729 NW Expressway  
Bresee Suite 202  
Bethany, OK 73008  
[405-491-6306](tel:405-491-6306)/ Email: [mredwine@snu.edu](mailto:mredwine@snu.edu)

**TITLE IX DISCLOSURE**

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

Non-sex-based VAWA crimes.



Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

\*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).