Medical Laboratory Sciences
Program Director Position Description

General Description
The Program Director is a full time faculty member in the Center for Allied Health Programs; a statewide resource aimed at developing innovative partnerships within education and industry that will address Minnesota's growing workforce demand in the health professions.

As a faculty member within the University system, responsibilities include teaching, research and professional/university services. General administrative responsibilities as program director include undergraduate and graduate student advising, program maintenance and development.

The department provides a dynamic academic environment that fosters collaborative educational and research initiatives and interprofessional approaches to training health care professionals. The appointment will be made at a rank (Assistant/Associate/Full Professor) and salary commensurate with experience and qualifications; a competitive benefits package is also provided.

Requirements
The program director must hold the required nationally recognized certification and/or state licensure, a doctoral degree and a minimum of three years’ experience in appropriate medical laboratory science education that includes teaching courses, conducting and managing learning experiences, evaluating student achievement, providing input into curriculum development, policy and procedure formulation, and evaluation of program effectiveness. The program director must have knowledge of education and administration as well as current accreditation/certification procedures relevant to their program and must meet NAACLS approval as a program director.

Duties and Responsibilities

Analysis of Program Environment (20%)
1. Act as a Program advocate to the Director of the CAHP and other University Administrators.
2. Negotiate program needs with the Director of CAHP and other University Administrators.
3. Represent the Program in academic policy matters.
4. Assess the impact of proposed changes between your program and other programs.
5. Represent the Program regarding regional workforce needs.

Management of Program Resources (20%)
1. Oversee assistant directors of performance locations delivering the program curriculum.
2. Oversee a system for student recruitment including selection, evaluation, and advisement.
3. Work with the University and Director of CAHP to attain and maintain sufficient and appropriate faculty and faculty lines.
4. Supervise recruiting and hiring processes.
5. Commit resources to strategies for professional development of faculty and staff in the Program.
6. Determine budgetary needs of the Program.
7. Develop departmental fiscal plans and approve non-salary expenditures, and allocate other resources.
8. Evaluate, manage, and advocate space needs as necessary for the Program to meet its goals.
9. Evaluate and manage Program supplies and equipment for the Program to meet its goals
10. Oversee the ongoing development of an annual strategic plan.
11. Generate the Program’s annual report and its representation to the Director of CAHP.

Program Direction (25%)
1. Oversee institutional and professional accreditation activities and reports.
2. With Program faculty, establish and implement program objectives, and changes in the Program’s curriculum.
3. Oversee curriculum outcomes evaluation process as written in the evaluation plan and monitor the effectiveness of the overall curriculum design.
4. Monitor faculty effectiveness and growth through a process of faculty developmental plans.
5. Oversee the academic advising of pre-professional and professional-level students.
6. With input from program faculty and related departments, plan the course offering schedule for each semester and summer sessions.
7. Coordinate student orientation activities.
8. Assign faculty teaching responsibilities consistent with their other responsibilities as established in the faculty development plan.
9. Oversee student progress procedures as identified in the Student Handbook.
10. Oversee office processes such as textbook orders, sales of audiovisuals, and other office tasks as needed.
12. Advocate faculty rights and responsibilities.
13. Advocate student rights and responsibilities.

Community and Professional Interactions (10%)
1. Coordinate Program development efforts such as publication of the Alumni newsletters, Alumni Society, and donor appreciation efforts.
2. Oversee the maintenance of the Program’s web page.
3. Support and promote professional, pre-professional student clubs and alumni activities.
4. Support and promote professional continuing education programs
5. Facilitate interaction with academic partners in the state of Minnesota
6. Promote and maintain cooperative relationships with clinical affiliates and industry partners

Curriculum and Instruction (15%)
1. Teaching
   a. Teach in assigned core content areas within the curriculum including assigned research advisees
   b. Design and develop innovative curriculum experiences that contribute to the profession, academic community, the community-at-large, and society
   c. Prepare education experiences for structures (instructional design) optimal learning of medical laboratory science students including course goals and objectives, course materials, educational experiences, and assessments toward the achievement of stated program outcomes
   d. Use effective and innovative technology enhanced learning strategies for optimal application in course delivery
   e. Lead faculty in curriculum development and evaluation
   f. Collaborate in training grant projects
2. Advising
   a. Advise pre-MLS students toward a successful career outcome
   b. Advise MLS enrolled students regarding their academic progress within the curriculum
   c. Mentor student career goals toward graduate and/or pre-doctoral professional schools
3. Mentoring
   a. Mentor assigned junior faculty in a way that enables them to develop skills within their faculty role and advance their career in academia
   b. Interact with the faculty, staff, and others within the University, Academic Health Center, The Center for Allied Health Programs, and community stakeholders resulting in positive/constructive outcomes
   c. Model ethical and competent professional behaviors

Scholarship/Creative Activity (10%)
1. Create and maintain an active line of research in an area of professional expertise
2. Present research findings at appropriate local, regional, and/or national/international professional meetings
3. Publish research findings and/or teaching innovations in refereed professional journals (premium placed on first or anchored authorship roles)
4. Obtain financial support for personal scholarly topics and those of mentored students
5. Serve as primary investigator or co-investigator on funded grants and scholarship contracts
Minimum Qualifications
Applicants must possess a terminal degree at the doctoral level in health sciences or a related field at time of appointment. MT/MLS(ASCP) certification as a generalist. A minimum of three years of full-time experience teaching science courses in traditional and online formats is also required.

Advertised Salary: Salary will be commensurate with experience.

Special Instructions to Applicants
Complete the online faculty application, upload a CV and cover letter, and provide the names and contact information of at least three professional references. Review of applications will begin TBD 2019 and will continue until position is filled. Only complete applications will be considered.

Department Link: https://www.alliedhealth.umn.edu/medical-laboratory-sciences

Open Until Filled: Yes

Background Screening
Successful Completion of a Background Screening will be required as a condition of hire.

EEO Statement
The university is an Equal Employment Opportunity/Affirmative Action employer that does not unlawfully discriminate in any of its programs or activities on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or on any other basis prohibited by applicable law.