

UW Title: Lecturer
FTE: 80% - Lecturer only
100% - Lecturer + Clinical Practice within UW Medicine or at another practice site with contract through Department of Family Medicine.

Job Description
MEDEX Northwest Physician Assistant Program
Didactic Faculty, Course Chair/Co-chair

MEDEX Northwest is the Physician Assistant Program at the University of Washington and is a section of the Department of Family Medicine in the School of Medicine. MEDEX has five campuses located at UW Seattle, UW Tacoma, Kona, Hawaii, Gonzaga University in Spokane and the University of Alaska, Anchorage.

Position Overview:

The Didactic Faculty position at MEDEX Northwest Physician Assistant Program at the University of Washington School of Medicine is normally a 12-month, non-tenure track appointment, renewable annually. Faculty duties include delivering lectures, chairing or co-chairing one or more courses, advising students, and participating in admissions activities, as well as other duties as assigned.

Supervision: This position is supervised directly by the Associate Program Director of Academic Affairs.

General Responsibilities:

1. Deliver lectures in one or more courses according to expertise in particular fields.
2. Participate in course workshops as needed or required throughout the didactic year. This includes participation as a physical exam instructor and evaluator in fall quarter.
3. Grade student papers and assignments as required.
4. Manage a panel of student advisees. Advisor-advisee meetings take place regularly and as needed in both individual and advisee group settings.
5. Participate in applicant review, interviews, and selection of students for the program, including:
 - a. Participation in the Selection Conference interview days.
 - b. File review of applications for program admissions
6. Participate in student orientation week, faculty retreats, faculty meetings, didactic faculty development meetings, and other program functions or events. Perform other administrative or curricular duties as assigned.
7. Advise clinical year students, including grading assignments.

8. Serve as Course Chairs and/or Campus Co-chairs as assigned (see descriptions below).
9. Participate in all MEDEX meetings and activities pertinent to the position.
10. Maintain knowledge of and participate in program activities related to accreditation and compliance.
11. Other duties as assigned.

Course Chair Responsibilities:

1. Assume overall responsibility for the assigned course(s). Work with Campus Co-chairs at the other MEDEX campuses to ensure effective, equivalent and consistent course delivery at all campuses.
2. Oversee examinations:
 - a. Develop quizzes, midterms and final exams in collaboration with the Campus Co-chairs.
 - b. Evaluate exam results from all campuses following midterms and finals. Work with Campus Co-chairs to identify and recommend necessary adjustments to the exam.
 - c. Notify students of their results after the review meeting of the didactic faculty.
 - d. Develop and grade appropriate retests.
 - e. Review and discuss course-specific test item bank including addition of new questions, correction of problematic questions and removal of poor questions.
3. Conduct tutoring sessions with students prior to retests.
 - a. If scheduled, hold a tutoring session prior to retests for major exams. Conduct review sessions in equivalent format at all campuses and with all courses.
4. Write, compile and revise course syllabus:
 - a. Incorporate feedback from Campus Co-chairs and provide final version to campuses one week prior to the start of each quarter.
 - b. Track changes throughout the quarter to be incorporated for the following year after approval by the Curriculum Committee, if appropriate.
5. Work in coordination with Campus Co-chairs to coordinate calendars, ensuring they match the accepted timeline of the course.
6. Contact and confirm lecturers and workshop leaders. Arrange back-up to cover cancellations by guest lecturers.
7. Oversee course delivery:
 - a. As course chair, present course lectures as agreed upon.
 - b. Attend lectures given by other lecturers for the course.

- c. Collect handouts from lecturers and submit to local didactic staff to deliver to students..
 - d. Establish handout and assignment due dates for the course in collaboration with the Campus Co-chairs.
 - e. Assess presentations of guest lecturers for appropriate lecture content, adherence to MEDEX objectives, delivery and obtain student feedback. Make recommendations for future presentations.
- 8. Plan and chair biannual course retreats.
- 9. Track progress of assignments given to Campus Co-chairs for the course.
- 10. Evaluate potential textbooks and make final suggestions on required and recommended reading for the course to the Didactic Course Chairs Committee and the Curriculum Committee.
- 11. Participate in the Didactic Course Chairs Committee.

Campus Co-chair Responsibilities:

- 1. Assume responsibility for the effective implementation of assigned course(s) at the local Campus. Coordinate with the Course Chair, campus Didactic Coordinator, and campus-specific staff.
- 2. Participate in exam administration:
 - a. Provide feedback on quizzes, midterms and final exams to the Course Chair within the scheduled time frame.
 - b. Proctor exam administration at the local campus.
 - c. Identify potentially problematic questions to discuss with the Course Chair.
- 3. Participate in construction of the course syllabus:
 - a. Provide feedback to the Course Chair within the scheduled time frame.
 - b. Identify potentially beneficial changes throughout the quarter to be discussed during course retreats.
- 4. Track campus calendar to ensure it matches the accepted timeline of the course and is consistent with all campuses.
- 5. Contact and confirm lecturers and workshop leaders. Arrange back-up to cover for cancellations by guest lecturers. Provide guidance on appropriate course content, share course/lecture objectives and answer any questions regarding lecture topics.
- 6. Oversee course delivery:
 - a. As Campus Co-chair, present course lectures as agreed upon.
 - b. Attend lectures given for the course at the local campus.
 - c. Collect handouts and submit to local staff for program files.

- d. Assess presentations of guest lecturers for appropriate lecture content, adherence to MEDEX objectives, lecture delivery and student feedback. Make recommendations for future presentations.
- 7. Participate in biannual course retreats.
- 8. Assist in the evaluation of potential textbooks and provide assessments to the Course Chair within the appropriate time line.