

Associate Course Director, Pharmacology
Touro College of Osteopathic Medicine – Montana

Direct Link: <https://www.AcademicKeys.com/r?job=250314>

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Posted Dec. 11, 2024, set to expire Apr. 12, 2025

Job Title	Associate Course Director, Pharmacology
Department	Osteopathic Medicine
Institution	Touro College of Osteopathic Medicine – Montana Great Falls, Montana
Date Posted	Dec. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Assistant Professor Associate/Assistant Director Associate Professor Professor
Academic Field(s)	Pharmacology & Toxicology Medicine - General
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Job Description	

Overview

Touro College of Osteopathic Medicine invites applications for a full-time faculty position (open rank) in

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our newly established College of Osteopathic Medicine in Montana. This is an opportunity to be in on the ground floor of a new endeavor for the Touro University system and the state of Montana. TouroCOM Montana is located in Great Falls, Montana, adjacent to the Rocky Mountain front and equidistant between Yellowstone National Park and Glacier National Park.

The successful candidate will have educational experience related to Pharmacology. Prior research experience is encouraged. The University places a high priority on teaching excellence and research success with an expectation that the candidate will also be active in their professional field. TouroCOM Montana will enroll 125 students annually. Touro's new 100,000 square-foot state-of-the-art medical school campus houses multiple classrooms, an anatomy lab, library, study rooms and simulation center. TouroCOM partners with the McLaughlin Research Institute to provide additional opportunities for faculty and student research. TouroCOM operates similar medical school campuses in Harlem, New York and Middletown, New York with each graduating approximately 135 new physicians each year.

The successful candidate will be expected to support the program through teaching and course administration duties and responsibilities as outlined further below. Candidates are also expected to supervise and mentor medical students.

Responsibilities

In collaboration with Course Directors and Associate Course Directors and consistent with the shared TouroCOM curriculum, the Pharmacology Associate Course Director has the following duties and responsibilities:

1. Direct campus course planning and organization
2. Develop a detailed course syllabus that is prepared according to the TouroCOM syllabus template
3. Prepare (and record) a lecture series according to established TouroCOM policies and procedures
4. Ensure that materials such as lecture videos, lecture notes, power point presentations, and cases have been completed, properly edited for content/grammatical errors, and posted to the students in a timely fashion
5. Contribute to the course evaluation process
6. Collaborate on course management, including course updates, lecture development, exam preparation and review

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7. Work with all contributing faculty across all campuses to assure that the learning needs of all TouroCOM students are met
8. Advise students on questions about course materials and course administration, including referring students to the appropriate person for content questions
9. Fulfill committee assignments as assigned by the Campus Dean
10. Participate in interviews process as assigned by the Campus Dean
11. Satisfactory completion of faculty development and responsibilities according to annual goals established between faculty and chair
12. Participate in the Touro College Faculty Development and Evaluation Program
13. Participate in student advising and provide guidance to the students of TouroCOM
14. Duties and responsibilities specific to one's academic department, as assigned by the Department and Associate Chair

Qualifications

Education/ Experience

- Candidates must have a doctoral, first professional, terminal degree or professional equivalent and 3-5 years' experience in teaching and academic leadership in a medical education setting.

Knowledge/ Skills/ Abilities

- Proficiency in leadership, personnel management and team building, financial management, relevant content expertise, research techniques, instructional design/delivery/assessment, course management, and public speaking
- Effective written and oral communication and conflict management
- Basic computer skills supporting the proficient use of the Microsoft Office Suite including PowerPoint, Word, Outlook, and Excel as well as software used to prepare and administer written exams electronically are preferred.

Touro University offers a comprehensive benefits package for full-time employees which includes:

- Full range of Health Plans
 - Medical Plans (choice of EPO, PPO, High Deductible HSA)

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- Flexible Spending Accounts (FSA)
- Dental Plans (PPO & HMO) and Vision Plan
- Dependent Care and Transit Programs
- Life Insurance, AD&D and Voluntary Supplemental Life Insurance
- Short-term and Long-term disability programs
- Retirement Plan (403b) - matching contribution up to 5% for eligible/enrolled employees following one year of employment (may make own pre-tax contributions immediately following employment)
- Touro University Tuition Exemption Program for eligible employees, their spouse and dependent children
- Employee Assistance Program
- Early-Release Fridays (upon approval)
- Generous Paid Time Off
 - Vacation, Sick Leave, Personal Leave & Floating Holiday
 - Annual Holiday Schedule

EEO/AA Policy

Touro College is an equal opportunity employer. Touro College treats all employees, job applicants, and students without unlawful consideration of race, religious creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical condition), age, disability, medical condition, marital status, genetic information, sexual orientation, gender identity, gender expression, military service or veteran status, citizenship status, or any other classification protected by applicable federal, state or local laws. We are committed to ensuring the fulfillment of this policy in all decisions, including but not limited to, recruitment, the administration of educational programs and activities, hiring, compensation, training and apprenticeship, placement, promotion, upgrading, demotion, downgrading, transfer, layoff, suspension, expulsion and termination, and all other terms and conditions of admission, matriculation, and employment.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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