

Charles Drew University

FACULTY JOB DESCRIPTION

This document describes general duties that the University expects of faculty members at the Charles Drew University of Medicine and Science. There are additional position-specific duties that may change with each academic year, through discussions between you and your department head and dean. You will be reviewed and evaluated on the basis of how well you perform both general and position-specific duties.

The responsibilities for this position will include some or all of the following: teaching, student advising, research and creative activities, service, clinical practice, and administrative responsibilities. Your responsibilities may include involvement in off-campus, evening or weekend duties, as well as student recruitment, retention, and placement efforts. Because each college employs somewhat different descriptions of some of these elements, your department head or dean will supply you with your college's policy. Your academic department may also provide you with a more specific set of job expectations.

TEACHING

Teaching responsibilities include time spent in the classroom, clinical sites, laboratory, or telecommunications courses and in immediate preparation for them; maintaining and improving competence in subjects being taught; preparing teaching materials; conferring with students on course materials; directing dissertations, theses; directing individual and group studies and practica; reviewing written examinations and papers; supervising independent study projects, and supervising or teaching clinical internships or programs. Professional peer review and professional development are essential features of effective teaching.

ADVISING

Student advising includes time spent meeting with students regarding academic, curricular and career matters.

RESEARCH AND CREATIVE ACTIVITY

Research includes:

- Work conducted to create and add to knowledge in a field, including the advancement of new theories and principles.
- Expansion and interpretation of existing ideas, theories, and principles.
- Improvement and application of knowledge, especially in new settings.

Open dissemination and professional peer review are essential features of research productivity. Creative activity includes sustained artistic endeavor in composition, production or performance. Again, dissemination and peer review, as well as professional development, are hallmarks of productive creative activity.

SERVICE

Academic citizenship includes service on the Academic Senate and university, college and departmental governing bodies and committees. Professional service implies the use of academic and professional expertise to serve your profession, the community, the state, the nation, and the world.

CLINICAL PRACTICE

Faculty assigned to clinical practice obligations in support of the CDU clinical enterprise for revenue generation in the provision of care. Continuing professional development is a hallmark of quality clinical practice.

ADMINISTRATION

Administrative responsibilities include major service assignments within a department or college, such as acting as a department head or associate dean.

Charles Drew University

Name: _____

Position _____

Department _____

College _____

TEACHING	Credit Hours	Percentage of CDU Effort
List Courses		
Fall:		
Spring:		
Summer:		
Totals:		

ADVISING	Percentage of CDU Effort
Number of Students	

RESEARCH OR CREATIVE ACTIVITIES	Percentage of CDU Effort

SERVICE ACTIVITIES	Percentage of CDU Effort

CLINICAL PRACTICE	Percentage of CDU Effort

ADMINISTRATIVE ACTIVITIES	Percentage of CDU Effort

TOTAL PERCENTAGE OF EFFORT ALLOCATED	

SIGNATURES:

Faculty Member Date

Dean Date

Department Head Date