



Position Title: Physician Assistant Program Director
Reports To: Allied Health Division Head.
Classification: Exempt
Job Code: 8868
Position Type: Third Level Administrator

Major Responsibilities: The Director for the Physician Assistant Program is responsible for program leadership and management, as well as budgeting, curriculum development, supervision of faculty and staff, recruitment, scheduling classes, accreditation, and teaching. Follows all FNU Policies, Procedures, Rules and Regulation and the FNU Code of Ethics. As well as, Title IX, Family Educational Rights and Privacy Act, as amended from time to time (“FERPA”), Florida Information Protection Act of 2014, as amended from time to time (“FIPA”), the EU General Data Protection Regulation as amended from time to time (GDPR) and all other applicable federal, state and local laws, rules, and regulations.

Specific Duties and Responsibilities:

1. Reading, understanding and complying with the University’s mission, the catalog, the University’s policies and procedures, the Faculty, Staff and Student Handbooks and the institutional effectiveness process.
2. Responding to communications (e-mail/voice-mail) on a daily basis.
3. Developing the self-study to be presented to ARC-PA in order to achieve programmatic accreditation; understands the ARC-PA accreditation standards and apply them to the program while maintaining compliance with State regulations.
4. Ensuring that the program is in compliance with ARC-PA standards and SACSCOC principles.
5. Works with the Accreditation Director in leading programmatic accreditation to assure all standards are met and reports are appropriately filed.
6. Performing instructional duties as assigned as outlined in the Faculty job description and in accordance with the provisions of FNU’s Faculty and Employee Handbook.
7. Supervises the medical director, principal and instructional faculty and staff in activities that directly relate to the program.
8. Selecting and maintaining Program Advisory Board members and conducting advisory board meetings twice annually.
9. Participating in faculty development as required.
10. Selecting, training, developing, managing, and leading regular and adjunct faculty according to the guidelines provided by the Allied Health Division Head and the VP of Academic Affairs, and in accordance with FNU’s policies and procedures.
11. Effectively administering and growing the assigned academic program including curriculum development, student registration/advisement, community relations and campus relations.
12. Supporting college programs designed to achieve student completion rates as outlined in the five-year strategic plan.
13. Collaborating with the Office of Academic Affairs, Campus Deans, and other Academic Program Directors within own division and across divisions and with the Allied Health Division Head: scheduling, sharing faculty, curriculum and other.
14. Contributing to client relations and community education activities
15. Working with and educating the Admissions Representatives in each campus to promote campus enrollment.

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16. Working with the program's Director of Clinical Education to ensure a sufficient number of clinical facilities and maintains communications/relations.
17. Participating in the University Curriculum Committee.
18. Presenting the University Curriculum Committee with all curricular changes for the academic programs under his/her department, after proper research and acceptance among the members of the division, providing: a) academic reasons for the change, b) cost feasibility study, and c) demographic studies of section of the student body affected.
19. Other responsibilities as determined by the Allied Health Division Head and the VP of Academic Affairs.
20. Developing and overseeing all new programs in the department.
21. Ensuring the completion and timely submission of all documentation and reports required by ARC-PA and the National Certification of Physician Assistants (NCCPA).
22. Ensuring the program is in compliance with Title IX of Education Amendments Act of 1972.

In addition to the above primary duties, the PA Program Director will:

1. Develop and oversee a system to ensure that the graduating students work with the Placement Office on each campus and that they are placed in field upon graduation following licensure.
2. Work with the Library Director to ensure that the needs of the program are met.
3. Assist the Campus librarians to ensure that the library and resource room have enough reference materials and learning resources for the division.
4. Prepare the functional budget of the department.
5. Keep abreast of the physical needs of the department and strives to maintain all the necessary equipment and supplies.
6. Participate in the self-studies and committees conducted by the University.
7. Support and participate in University Commencement Ceremonies.
8. Perform other duties as assigned.
9. Performs any special project assigned by the President or supervisor.

Education and Experience Requirements:

1. Master in Education, Leadership or a similar academic degree will be considered.
2. [Current clinical certification \(NCCPA\) as a Physician Assistant](#) A minimum of at least 3 years' experience teaching in the field of Physician Assistant education, have earned a rank of Associate Professor or Professor and,
3. At least three years' experience as a chairperson or program director of an ARC-PA accredited program in Physician Assistant Studies.

If you are interested in applying for this position, please click on the link below:

https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu&jobId=196432&lang=en_US&source=CC3