PACE UNIVERSITY - LENOX HILL HOSPITAL
PHYSICIAN ASSISTANT PROGRAM

FACULTY AND STAFF HANDBOOK

This handbook has been prepared by the Director of Pace University - Lenox Hill Hospital Physician Assistant Program and has two purposes:

• to orient new faculty to the Pace University - Lenox Hill Hospital Physician Assistant Program

• to serve as a resource for all Physician Assistant Program faculty.

Other information about the Physician Assistant Program may be found on the Pace University web site, College of Health Professions site, The Resource Guide for Faculty, and in the Didactic and Clinical Physician Assistant Student Handbooks.
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HISTORY OF PACE UNIVERSITY – LENOX HILL HOSPITAL
PHYSICIAN ASSISTANT PROGRAM

The program’s inception in 1995 was a unique arrangement between Lenox Hill Hospital, an employer of seventy (70) Physician Assistants and Pace University’s Department of Biological Sciences. Pace University had a strong Allied Health component through its Department of Biological Science and was interested in Physician Assistant education as far back as 1982. Pace University believed there were several advantages to Lenox Hill Hospital to form a partnership with Pace University. 1) Lenox Hill Hospital would be contributing to its own manpower needs as well as those of health care institutions elsewhere in New York City. 2) Lenox Hill Hospital would be involved in Allied Health training to its fullest extent and promote the contribution of allied health providers to the new order of health care delivery. 3) Lenox Hill Hospital would be one of the unique hospitals within the City, as well as within the State of New York that is involved in Physician Assistant training. 4) As Lenox Hill continues to develop hospital affiliations, it could not only promote the concept of physician assistants, but would be able to provide any of the hospitals they were affiliating with the potential manpower sources.

When Pace University contacted Lenox Hill Hospital, the two institutions decided to establish a partnership to offer a unique four-year educational program. Housed in the Dyson College of Arts and Sciences, program graduates will be awarded the Bachelor of Science degree from Pace University and receive a Certificate of Completion from Lenox Hill Hospital.

On December 31, 1996 the New York State Education Department registered the Pace University - Lenox Hill Hospital Physician Assistant Program.

In March 2000 the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) awarded a Certificate of Accreditation, and in April 2000, the Commission on Accreditation of Allied Health Education Programs (CAAHEP) granted accreditation to the Program.

In March 2003 Pace University – Lenox Hill Hospital PA Program successfully passes again review by ARC-PA and obtained its second accreditation.

In 2006 with approval from the institutional officers of Pace University and Lenox Hill Hospital the Program was modified into a 2+2 model. The two main reasons for this change were the lack of freshman students entering the Program and the Program’s desire to enhance the quality of the Program by interviewing higher quality applicants both internal to Pace and transfer students.
In April 2007 the program successfully passes ARC-PA continuing accreditation review obtaining its third accreditation.

In 2008 with approval of the State Education Department the Program was converted into Master of Science Degree Program awarding MS in Physician Assistant Studies to its graduates.

PA Program leading to the Bachelor of Science degree was discontinued effective September 1, 2011.

In 2008 NY State Education Department also approved online Master of Science Degree Completion Program that was restricted to the graduates of Pace University’s Bachelor of Science PA Program.

Since 2010 with approval of the State Education Department the online Master of Science in Physician Assistant Studies Program are offered also to the PAs who hold BS PA degrees from institutions other than Pace University.

In July 2010 PA Program moved to Pace’s Lienhard School of Nursing. In January 2011 the College of Health Professions was established at Pace University comprised of Lienhard School of Nursing and Physician Assistant Program.

The Program’s next accreditation review is scheduled for 2013.
MISSION STATEMENT

The mission of the Pace University-Lenox Hill Hospital Physician Assistant Program is to conduct a quality education program that produces superior physician assistants who possess the requisite skills, knowledge, attitude and understanding to function in diverse communities, populations, and settings, and to treat all patients with dignity, respect and compassion.

PROGRAM VISION

The Pace University-Lenox Hill Hospital will create an academic environment that will attract faculty, staff and students who are dedicated to the Program’s mission to provide quality and culturally sensitive medical care.

PROGRAM GOALS

The Pace University-Lenox Hill Hospital Physician Assistant Program is deeply committed to:

- Developing within each student a strong foundation in the basic medical and clinical sciences to enable them to meet the life-long challenges inherent in the practice of medicine.

- Preparing students to function as primary care providers in the health care setting while providing enhanced training for those who wish to specialize.

- Teaching students to have an integrated, patient and family-centered view including treatment, education, prevention and health care management.

- Intensifying the program’s commitment to service in the community to augment the students’ abilities to provide culturally sensitive care.

- Equipping students to meet the changing needs of the health care system and to work as collaborative members of the health care team.

- Developing faculty who are regional, state, and national leaders in Physician Assistant policy, research, training, education and health care delivery.
INTRODUCTION TO THE UNIVERSITY

This Handbook is intended to provide you with an overview of Pace University policies and procedures, generally, and the specific procedures for the Physician Assistant Program. These materials should not be construed as a legal document and do not constitute an express or implied employment contract with any employee of Pace University.

Pace University reserves the right to interpret, add, delete or modify any provisions contained in this Handbook. Revisions and updated information concerning changes in Program policies or procedures will be distributed within a reasonable amount of time to all employees. Employees will be responsible for updating their Handbooks and familiarizing themselves with such changes.

All new employees are required to attend a New Employee Orientation meeting that will describe the Pace University benefits. As a new employee, you will also receive a link to Pace University Employee Handbook that reviews such issues as Safety and Security; Policy on Affirmative Action; Policy on Sexual Harassment; Staff Grievance Procedure and Performance Appraisal. These policies along with the University Catalogue, access to your personal information and information about your courses, accounts, financial aid, class rosters, grades, benefits, and more are available on the University web site www.pace.edu in MyPace Portal.

New employees are also advised to familiarize themselves with the Physician Assistant Program’s Didactic and Clinical Student Handbooks which are posted on the PA Program web site www.pace.edu/paprogram.

Please read this information in its entirety.
BENEFITS

Benefits are outlined in the Pace University Employee Handbook and through Human Resources at (914) 923-2730 or on the web site www.pace.edu under My Pace Portal.

IDENTIFICATION CARDS

All faculty are required to have identification cards and to show them to Security personnel when required. The Security Office should be consulted for information as to when pictures are taken.

BUSINESS CARDS

Please contact the PA Program Office to order your business card.

FACULTY EVALUATION

Faculty Evaluation is important for at least two reasons. First, faculty evaluation contributes to faculty developing a better understanding of their strengths and areas for improvement. Secondly, faculty evaluation is important as a source of information upon which such faculty personnel actions as compensation, promotion and reappointment might be based.

The Program Director will perform annual Faculty Evaluations and informal evaluations at three and six months after hire.

FACULTY ABSENCE

Faculty must notify the PA Program office if they are unable to work due to illness or other circumstances. The Faculty must notify the Program Director in the event that a class or meeting must be canceled due to an absence.

FACULTY VACATION/PTO

Requests for vacation time should be submitted in writing to the Program Director at least two weeks in advance of the start of vacation.

FACULTY TRAVEL REIMBURSEMENT

The PA Program faculty will be reimbursed for business travel. A travel request/expense form must be filled out and turned in to the Director at least 30 days in advance for payment prior to travel. Otherwise payment will be provided after the travel date. All travel expenses require advance approval from the Program Director.
COMMITTEES OF THE PA PROGRAM AND THEIR CHAIRS

1. The Executive Committee
2. Academic Affairs Committee
3. Admission Committee
4. Curriculum Committee
5. Clinical Committee

EXECUTIVE COMMITTEE

MEMBERS:

PACE UNIVERSITY
Dr. Herriet R. Feldman, Dean, College of Health Professions
Ms. Stacie Cignarale, Director Budget/Administration, College of Health Professions
Ms. Susan Ford-Goldschein, Director, Graduate Admissions

LENOX HILL HOSPITAL
Dr. Anthony Antonacci, Medical Director
Dr. Andrew Yacht, Chief Academic Officer for NSLIJ Health System
Mr. Jonathan Sobel, PA Chief of LHH

PURPOSE - The Executive Committee guides the Physician Assistant Program. The Program Director administers the program in consideration of the guidance of the Executive Committee. It is through the Executive Committee that the Program Director submits program budget proposals, faculty promotion recommendations and other proposals that would have major programmatic effect. The Executive Committee acts upon all matters brought before it by the Program Director. The Executive Committee is responsive to the Program Director for review of operating policies affecting students, faculty and administration and an annual operating budget.

ACADEMIC AFFAIRS COMMITTEE

CHAIR - Academic Coordinator

MEMBERS (may include):

1. Medical Director
2. Clinical Coordinator(s)
3. Academic Faculty
4. Lenox Hill Hospital Official
5. College of Health Professions Faculty
6. Administrative Assistant (recorder)
PURPOSE: To ensure that each graduate of the Pace University - Lenox Hill Hospital Physician Assistant Program has adequate skills, knowledge and judgment to assume the responsibilities of a Physician Assistant.

FUNCTIONS:

1. Ensure the satisfactory completion of the courses for each grading period.
2. Ensure the successful completion of the requirements for a major program as specified in the Pace University Physician Assistant Program Student Didactic and Clinical Handbooks current at the time of a student’s matriculation.
3. Ensure that the academic integrity of the student is upheld.
4. Identify factors that affect academic policy, progression and retention.

ADMISSION COMMITTEE

CHAIR – PA Program Director of Admissions

MEMBERS (may include):

1. Program Director
2. Academic Coordinator
3. Associate Director
4. College of Health Professions Faculty
5. Admissions Representative(s)
6. Administrative Admissions Coordinator (recorder)

PURPOSE: To serve in advisory and decision making capacities in relation to Pace University - Lenox Hill Hospital Physician Assistant Program admissions policies.

FUNCTIONS:

1. Recommend changes to admission policies.
2. Review applicant/student records for admission to PA program.
3. Identify factors, which affect admission.
4. Coordinate interviewing efforts for PA applicants.

CURRICULUM COMMITTEE

CHAIR - Academic Coordinator
MEMBERS (may include):
1. Program Director
2. Associate Program Director
3. Admission Director/Clinical Coordinator
4. Clinical Coordinator
5. Academic Faculty
6. College of Health Profession Faculty
7. Medical Director
8. Administrative Assistant (recorder)

PURPOSE: To continuously review and ensure the effectiveness of the didactic education provided to the students.

FUNCTIONS:

1. Review major course content changes.
2. Evaluate current curriculum for its support of the mission statement.
3. Propose curriculum changes to the PA faculty.
4. Review each semester course/lecture evaluations.

CLINICAL COMMITTEE

CHAIR – Clinical Coordinator

MEMBERS (may include):

1. Medical Director
2. Associate Program Director
3. Clinical Coordinator
4. Academic Faculty
5. Pace University - Lenox Hill Hospital PA Program clinical year students and graduates (when available).

PURPOSE: To continuously review and ensure the effectiveness of the clinical education provided to the students.

FUNCTIONS:

1. Assess clinical site quality and adequacy.
2. Review PACKRAT and PANCE exams performance and make recommendations to Curriculum Committee regarding areas for improvement.
3. Review clinical year focus groups and identify appropriate program response.
4. Review students’ evaluations of the clinical sites, identify and address areas for improvement.
ACADEMIC POLICIES AND PROCEDURES

CLASS ROSTERS

Class rosters and attendance sheets are available on Pace Banner computer application. Tell any student whose name is not indicated on the roster to visit the Office of Student Assistance (OSA) to be officially admitted. Student absences should be noted on the attendance sheet, and the sheet should be electronically submitted to OSA at the end of the term.

ADDITIONAL INFORMATION ON CLASS ROSTERS

The OSA Office provides information on class rosters and can update you concerning students who have dropped or withdrawn from your class, or who are not officially registered. This information is accessible as well on the web site www.pace.edu under My Pace Portal. Faculty should communicate with the OSA Office if, after the web roster is reviewed, there are students listed who have either never attended or stopped attending, or students who have been attending class, but whose names do not appear at all on the roster.

Students who are not officially registered for your classes should not be allowed to remain in class until such time as they present an official class admit document.

It is important that faculty maintain an attendance sheet for all students throughout the semester. Should you need additional information, please contact the PA Program Administrative Assistants.

TEXTBOOKS

Desk copies are obtained by calling the publisher or notifying a sale representative of your faculty status.

Textbook orders are submitted via the Pace University Bookstore web page initially on an academic yearly basis by the Academic Coordinator with updates for each semester when necessary.

Requests for other books for personal use should be submitted in writing to the Program Director.
CLASSROOM ASSIGNMENTS, REQUESTS AND CHANGES

Other than the Program’s designated space, every effort is made to provide instructors with appropriate classroom space each term. Should you require a classroom equipped with specific types of furniture (e.g. desks, tablet armchairs) and/or special equipment (e.g. installed VCR monitors, a beam projector, pre-installed overhead projector), you should submit your request to the program’s Administrative Assistant.

To schedule a classroom or lecture hall, please contact a departmental Administrative Assistant. New York campus room assignments are posted outside the OSA office and in the Lobby areas of 41 Park Row and the Pace Plaza Buildings.

To schedule an upcoming course for a semester, a special form is to be filled out at least ten (10) months in advance and submitted for approval to the Dean of the College of Health Professions. Please send a copy for the PA Program Office.

For special events or conference rooms, please contact the Special Events Department.

CANCELED COURSES

Courses may be canceled by the University up to the first day of class. Please complete a Canceled Course form and submit to the Dean of the College of Health Professions. Please send a copy to the PA Program Office.

EXAMINATION POLICIES

Examinations are to be submitted for compiling from Exam Database and copying a minimum of five working days prior to the examination date. Copies of all exams are kept in the PA Program Office.

CHANGE OF GRADE INFORMATION & CHANGE OF GRADE FORMS

When a student satisfactorily completes the missing work/exam(s), the instructor must fill out a Change of Grade form, which is available in the PA Program Office, OSA and on the University’s web site through MyPace Portal.

There are three basic Change of Grade options:

CHANGE FROM INC (INCOMPLETE): If more than 6 weeks have elapsed since the end of the semester, the form must be submitted to the Dean of College of Health Professions with an explanation.
GRADE TO GRADE: The form must be submitted with an explanation of the change to the Dean of College of health Professions.

SUBMIT GRADE: To be used ONLY if the instructor omitted the student’s name from the roster. If more than 6 weeks have elapsed since the end of the semester, the form must be submitted to the Dean of College of Health Professions for approval with an explanation.

Change of Grade forms should be sent or hand delivered directly to the OSA (Office of Student Assistance) and should not be given to students.

ACADEMIC ADVISING

At the beginning of the summer II semester, all faculty will receive a student advisement list. Please note the students you are responsible to advise. Advisement should occur no less than once a semester, and more frequently as needed. Advisement forms must be filled out in their entirety and submitted to the PA Program Office.

At times, discussions in the nature of an advisement of the student by a faculty member, other than general program advising, will take place. It is critical that these discussions be documented and that both the student and the faculty member have input into the discussion. Documentation of such an advisement meeting takes place through completion of the record of the student encounter form. The student encounter form is signed by both faculty member and student; one copy of the form is given to the student; one copy is retained by the faculty member; and the originals are placed in the students file in the PA Program Office.

CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974, commonly referred to as the “Buckley Amendment,” became effective November 19, 1974. The Act has the following purposes: (a) to protect the privacy of additional records by limiting the release of records maintained by the University and information contained therein, with written consent of the individual students, with some exceptions in special circumstances (e.g. parents of dependent students; (b) to establish the rights of students to inspect and review their educational records; and (c) to provide guidelines for the correction of inaccurate or misleading information contained in such records through formal and informal hearings.

In compliance with the provisions of this law, the University grants access to students requesting an opportunity to review records as provided in this legislation.

The law covers many of the educational records of all present and former students of Pace University. This includes part-time as well as full-time students. The term “educational
record includes all records files, data and other materials which contain information directly related to a student and (which) are maintained by Pace University or by a person acting for Pace. Not included among the materials to which a student shall have access are the following:

Faculty members who are asked for letters of recommendation should have students sign a form indicating whether they do or do not waive their rights to access the contents of the letters. Under the Educational Reserve and Privacy Act of 1974, students have the right to view all records in their files unless a waiver has been submitted. The appropriate waiver forms may be obtained from the PA Program Office. The form should be completed in duplicate, with one copy sent to the receiving institution (or person), and the other kept with the copy of the letter at Pace University.

**POLICY STATEMENT REGARDING DISCRIMINATION**

Pace University reaffirms the principle that its students, faculty, and staff have a right to be free from disability discrimination by any member of the University community.

Pace University does not discriminate on the basis of sex, race, age, national origin, sexual orientation, religion, veteran status, or marital/partnership status (more information is available on Pace web-page [http://www.pace.edu/student-handbook/](http://www.pace.edu/student-handbook/)).

**POLICY STATEMENT REGARDING SEX DISCRIMINATION IN THE FORM OF SEXUAL OR DISCRIMINATORY HARASSMENT**

Pace University - Lenox Hill Hospital PA Program reaffirms the principle that its students, faculty, and staff have a right to be free from sex discrimination or discriminatory harassment by any member of the University community or hospital.

**UNIVERSITY OMBUDS OFFICE**

The University Ombuds Office is available to assist in communication, and conflict resolution among faculty, students, staff, and administrators of the University. The office serves as a prompt, impartial, and confidential means of facilitating dialogue between parties on campus, and as a means, apart from formal grievance procedures, of resolving differences.

The University Ombuds Offices is a resource for neutral dispute resolution and the office’s services are available to all members of the University community. The office’s ombudsperson is not an advocate for anyone and does not determine right or wrong. The
The job of the ombudsperson is to aid in the resolution of problems in an impartial manner. He/she may also help to mediate and/or negotiate settlements in disputes, to clarify University policy, or—while preserving the anonymity of the inquirer—to bring issues to the attention of those with the authority to correct the situations, including department heads, deans, upper level administration, and the University President. Employees are encouraged to use the services of the Ombuds Office if: they have a situation requiring help in communication or negotiation, they are unsure which policies, procedures or regulations apply to the situations, they feel a policy, procedure or regulation has been applied unfairly or erroneously, they have a complaint about an office or service at Pace University, or to discuss a sensitive issue in confidence. All inquiries to the University Ombuds Office will be kept strictly confidential except in cases of imminent threat or serious harm.

**STAFF AND FACULTY GRIEVANCE PROCEDURE**

**PURPOSE**

It is the purpose of these provisions to secure proper and equitable solutions to the grievances of staff and faculty members. The management system, with the President as Chief Executive Officer, provides the channels and authority for review of complaints and misunderstandings between subordinates and supervisors.

If a supervisor is unable to resolve a problem in a manner that seems fair to a member of the staff, the staff member may seek a review at sequentially higher levels through the management line described in the organizational chart. Final appeal may be made to the President, who will render a final decision.

**PROCEDURES REGARDING NON-DISCRIMINATION GRIEVANCES**

A. Discuss the problem with the following persons:
   (1) Supervisor
   (2) Supervisor’s supervisor (Chair, Department of Biology and Health Sciences)
   (3) Up through successive levels of management to the Officer of the area or, in the absence of said officer, to the President.

B. Final Appeal to the President.

**Notes:**

Appeal to the President may only be made following completion of the review process in subdivision “A” above.

If an issue of discrimination arises at any time during the course of any of the foregoing reviews, such review shall be suspended ending resolution of the discrimination issue pursuant to the discrimination claims procedure set forth below.
PROCEDURES REGARDING DISCRIMINATION GRIEVANCES

A. Definitions

**Discrimination Claims:** Allegations of unlawful discrimination on the basis of race, creed, color, national or ethnic origin, religion, age, sex (including sexual harassment), marital status or handicap in any educational or employment program, policy, or practice of Pace University.

**Affirmative Action Officer (AAO):** Administrator responsible for the coordination and implementation of University policy and procedure regarding discrimination claims.

**University Grievance Reserve Pool (Pool):** The group from which panelists will be drawn to hear grievances shall be composed of administrators, faculty, staff, and students.

**Discrimination Hearing Panel (Panel):** Three-member panel formed to conduct a hearing with respect to a formal written complaint alleging discrimination. Panel shall be selected from the Pool in the manner set forth below.

B. Informal Procedure

Seek, at staff member’s option, to resolve complaint through management line described in procedures for non-discrimination grievances.

C. Formal Procedure

1. **Preparation of Complaint:** If for any reason the complaint is not resolved informally to the satisfaction of the staff or faculty member within a reasonable period of time, the staff member should contact the AAO, who will assist the grievant in the preparation of a formal written complaint.

2. **Service of Complaint and Convening of Panel:** As soon as practicable, after preparation of a formal complaint, the AAO shall:
   (1) Serve the complaint upon the respondent.
   (2) Convene a panel from the Pool.

3. **Panel Selection:**
   (1) The grievant and the respondent shall each select one panelist from the Pool. The third panel member shall be selected by the aforementioned two panelists and shall serve as Chairperson of the Panel.
   (2) In the event that either party does not select a panel member, the AAO shall fill the vacancy or vacancies from the Pool.
   (3) In the event that the first two panelists selected cannot agree upon a third panelist, The AAO shall make such selection from the Pool.
   (4) The AAO shall be an ex-officio non-voting member of the Panel.
4. **Procedural Guidelines:**

(a) Each of the parties shall be afforded an opportunity to present an opening and closing statement.

(b) The grievant and his or her witnesses shall be heard first.

(c) The respondent shall be given an opportunity to testify and present evidence and witnesses, but shall not be compelled to testify against his or her will nor shall an inference be drawn from the failure to testify.

(d) Each of the parties or their advisors shall have an opportunity to hear and question adverse witnesses.

(e) The decision of the Panel shall be based solely upon evidence presented at the hearing.

(f) A finding of the Panel shall be based on a fair preponderance of credible evidence.

(g) The burden of proof rests with the grievant.

(h) A tape recording of the hearing shall be made at the University’s expense. Said recording shall be retained by the AAO for a period of one year. A party to the proceeding may obtain a written transcript of a copy of the tape recording at his or her expense.

(i) The failure of a party to either respond to the complaint or to participate in a hearing shall not preclude the Panel from proceeding and rendering its decision.

(j) Within thirty days after the conclusion of the hearing, the Panel shall prepare a written opinion as to whether the charges alleged in the complaint have been substantiated, stating the findings relied upon for such conclusion. A minority opinion and recommendation regarding action to be taken may be included. When such opinion is completed, the Panel shall serve copies thereof upon the parties and shall submit the opinion to the President. The Panel’s opinion and recommendations are advisory in nature and are not binding upon the President.

5. **Decision and Notice of Decision:** As soon as practicable after receipt of the Panel’s opinion, the President shall render a written decision as to whether the charges have been substantiated. Such decision shall be communicated to the parties involved.

6. **Remedial Action:** If the President finds that the grievance’s charges have been substantiated, he shall confer with the grievant to determine appropriate corrective action. The University will implement corrective action upon receipt from the grievant of a signed statement releasing the University from all claims that the
grievant might have arising from the incidents or conditions upon which the
grievance was based.

7. Miscellaneous General Provisions:
   Time Limits: All time limits contained in the forgoing procedures may be extended
   by mutual written consent of the parties or by the AAO.
   Confidentiality of Proceedings: The University shall take all reasonable steps to
   ensure the confidentiality of all proceedings, hearings, and the records produced
   therefrom. However, should any matter developed during the course of the
   proceedings become public knowledge, the University reserves the right to issue
   appropriate statements.

REPORTING INJURY/ACCIDENT EVENTS

All accident or injury events must be documented on the Incident Report Form located in
the PA Program Office.

INSTRUCTIONAL SERVICES AND SUPPORT

University Technology, Computer Availability, Access and Services (information in this
section is from the ITS site at www.pace.edu, official web site of Pace University).

The Division of Information Technology Services provides IT support and services to the
Pace community.

For IT services such as purchasing, installing and repairing PC, conferencing and
communication, using academic resources (Blackboard, E-Portfolio, PAX, mobile
Webpage), accessing computer systems, Microsoft outlook, PaceAlert. Educational Media,
Computer Resource Center, Document Services. Virtual Private Network (VPN), Web file
system, web space, account, e-mail, MyPace Portal services and internet/web, IPad support
please contact Pace ITS. Your IMO (Information Management Officer) or department
administrative assistant should help you.

ELECTRONIC SCHEDULE MANAGEMENT

Many Pace employees utilize an electronic scheduler and task manager software product
available to Pace faculty. It provides you with an online personal calendar to manage and
schedule appointments, meetings and tasks. You can also use the shared calendar with
College of health professions and its administrators. Please see your department’s
Administrative Assistant for help. Training in electronic schedule management is
available through Pace’s Learn to Excel Program available on the web via MyPace Portal.

REMOTE DATA ACCESS (RDA)

If you have your own Internet Service Provider (ISP), you may use your ISP in combination with the Remote Data Access (RDA) system via the Web. Please visit the Remote Access page at www.pace.edu for more information.

COMPUTER RESOURCE CENTERS (CRCS)

Computing Labs at Pace University are called Computer Resource Centers (CRCs). CRCs are open access rooms dedicated to student coursework and faculty research. Users are supported, day and evening, by full-time staff and part-time student consultants. CRCs offer a host of services including free web access, e-mail accounts and self-paced documentation. At each CRC you have access to computers, printers, scanners, and a full complement of software, including the Microsoft Office Professional.

COMPUTER RESOURCE CENTERS ARE LOCATED AT:

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>NO OF COMPUTERS</th>
<th>LOCATION</th>
</tr>
</thead>
</table>
| New York    | 78             | 1 Pace Plaza 2
                |                | nd Floor, Rm. W202   |
| Pleasantville | 75             | Willcox Hall, 2
                          |                | nd Floor          |
| White Plains | 30             | Graduate Center 4
                          |                | th Floor, Rm. 432 |

All users must obtain a User Code. It is free, easy to obtain and provides access to a host of services. To obtain a code, contact your department's Information Management Officer (IMO) who will e-mail ITS with a code request.
The following information is from the Document Services site at www.pace.edu, the official website of Pace University.

The Document Services department and its campus-based Copy Centers are responsible for reproducing high quantity print communications for the University community. Faculty may call upon Document Services staff for assistance in planning any reproduction needs. The cost for orders placed with Document Services tends to be significantly lower than external printing charges.

Document Services recommends that you discuss the printing of any large-scale duplicating project with your Administrative Assistant or with Document Services at the outset of its graphic and thematic development. Feel free to call to receive job estimates or ask any other questions. You may obtain Printing Duplicating Order forms from your department’s Administrative Assistant, or directly from Document Services. Call Document Services to discuss turnaround time, and remember that the weeks just prior to the start of a new term, mid-term and final exam weeks are busy times for Doc. Services. Please plan ahead!

Another vital service provided by the Document Services department is the printing and storing of all University letterhead, memorandum and personalized pads. Requests for such items should be placed directly through Document Services via your departmental Administrative Assistant. You may obtain a supply of Pace University letterhead sheets and envelopes from your department. Pace Business Cards may also be ordered from Document Services. See your Administrative Assistant for ordering forms and information on turnaround time.

Copy centers are located on each campus. Major duplication requests must be sent to the main Pleasantville office, located at 99 Castleton Street. All projects sent to the Document Services department should be camera-ready accompanied by a completed Printing/Duplicating order form. When planning large or complex projects, or if you wish to transmit a project over the Pace e-mail system, you should call the Pleasantville office (x3784) to develop a production schedule and discuss options and costs before sending materials.

It is strongly urged that you use satellite copiers located in the classroom buildings, departmental offices and the libraries only for small jobs and “fill-in” copies. By sending material to Document Services for your routine copying needs, your department will save...
substantially on copying costs, as Document Services copies run approximately one third
the cost of duplicating on a satellite copier.

NOTE: It is illegal to reproduce copyrighted material without the permission of the author
or publisher. Before sending material that may be copyrighted to Document Services,
make sure that you have all appropriate permissions.

**TYPOGRAPHICAL SERVICES**

Material for typing and/or xeroxing should be submitted to the Administrative Assistants.
Three to five working day turn around time is required for materials which need typing and
duplication.

**SUPPLIES**

All requests for purchasing (e.g., supplies, equipment, textbooks and capital equipment)
should be requested through the Administrative Assistant with a copy to the Program
Director.

**EDUCATIONAL MEDIA**

The following information is taken from the Pace University website, www.pace.edu.

The Pace University Educational Media Department can supply you with a wide range of
equipment for classroom use, including:

- Desktop and laptop computers and LCD projectors
- VCR and monitor units
- Overhead projectors
- Slide projectors
- Flip charts, etc.

Many classrooms are equipped with wall-mounted VCR and monitor units and in-class
overhead projectors. You may contact Educational Media Department for this
information.

**LIBRARY**

Students and faculty have full access to Pace University’s libraries and Lenox Hill
Hospital’s Medical Library. Additionally students can obtain daily passes to visit other
medical libraries in New York City. The primary training in information literacy is via the
Pace University Instructional Services librarian and the Epidemiology and Preventive
Medicine Course (PAS 314). Students receive an instructional session on use of the
internet including medical and other health-related electronic databases, computer searches, etc. Additionally, the Pace University Library has created a webpage with Medical Research Sources to further assist the students.

**LITERATURE REVIEW**

Each faculty member is expected to recommend books or journals in the areas of their expertise, and may recommend in other areas as well. Requests for purchase should be directed to the PA Program Office. Requests for articles and books to be put on reserve in the library should be submitted to the reference desk librarian.

**SECRETARIAL SERVICES**

On the New York Pace University campus, word processing services provide typing and duplicating services. The department should be consulted for further information.

**STUDENT PERSONNEL SERVICES**

The Offices of Student Personnel Services and the various offices under their supervision provide a broad range of services to students, including the areas of Student Affairs (which oversee a vast array of social, cultural and recreational activities), Housing, Health Services and International Students. The New York office phone number is (212) 346-1306.

**COUNSELING SERVICES**

The Counseling Centers provide professional services in the areas of academic, vocational and personal counseling for faculty and staff, and for students in all divisions of the University. In addition, counselors act as coordinators for services to handicapped students and work cooperatively with outside related agencies. The New York office phone number is (212) 346-1526.

**STUDENTS WITH DISABILITIES**

If a student has a disability for which they are or may be requesting an academic accommodation, the student must register with the Coordinator of Services for Students with Disabilities. Please direct the student to contact the Coordinator at 212-346-1526.

**HEALTH SERVICES**

The Health Services Office provides emergency first aid for ill or injured students, faculty or staff. In addition, a nurse practitioner is available for consultation and counseling on
health related concerns and is ready to make referrals if the need arises. The New York phone number is (212) 346-1600.
THE TEACHING PROCESS

ORIENTATION

All new faculty must receive orientation regarding the physical layout, policies, instructor requirements regarding course materials and procedures, and faculty resources and benefits. This takes place before the semester starts, and is the responsibility of the Director and Academic Coordinator. Please contact your Director and Academic Coordinator to arrange your individual or small group orientation.

FIRST CLASS MEETING

It is essential that the initial meeting set the tone for the semester: clear rules and complete syllabi are required. Students must be informed of the attendance policy, examinations and quizzes, papers, other requirements, textbooks, and how and when to reach the instructor. These policies should be in writing, preferably within the syllabus itself.

COURSE SYLLABI

The minimum requirements for a course syllabi should include the following:

1. Course title, number, and brief description
2. Prerequisite specifications
3. A brief list of course objectives, explaining the material that is required for the successful completion of the course
4. A topical outline
5. Textbook requirement
6. Attendance policy
7. Assignments
8. Examinations
9. Determination of the final grade
10. Final Grades

Grades must be submitted at the end of the semester by the instructors into the Banner system. Individual grading systems are published in the student handbook and the catalogue. Instructions regarding incomplete, etc. are also published by OSA on the web and available in the OSA office as well. Special forms are required for changing grades (mentioned above).

ATTENDANCE POLICIES

The PA program has attendance policies which are published in the Student Handbook.
The College of Health Professions and the University also require attendance forms as stated above.

**ACADEMIC INTEGRITY**

Any indication of cheating or plagiarism must be reported to the Program Director.
(Please see Student Handbook for detailed instructions).
PHYSICIAN ASSISTANT PROGRAM FACULTY POSITION DESCRIPTIONS

Program Director
Medical Director
Associate Director
Academic Coordinator
Director of Admissions
Senior Clinical Coordinator
Clinical Coordinator
Academic Faculty
Part Time Adjuncts
Program Administrative Assistant
Didactic Administrative Assistant
Clinical Administrative Assistant
Administrative Admissions Coordinator

PROGRAM DIRECTOR

Responsible to: Dean, College of Health Professions

Responsibilities: Overall management of Physician Assistant Program

Qualifications: Master’s Degree required, current NCCPA certification, NYS PA licensure

Overall Duties and Responsibilities:

- Insure that the ARC-PA Standards and NYS program requirements are met.
- Oversee and approve the ARC-PA accreditation report and self-study, coordinate program site visitations, and supervise and coordinate program self-study activities.
- Enforce established educational and administrative policies, and responsible for any change in or development of new policies.
- Act on behalf of the Program in recommending staff appointments and changes to the Dean of the College of Health Professions and the Executive Committee.
- Schedule and conduct, as necessary, meetings with faculty, Executive Committee, and students to review program status and to discuss and inform them about changes in policy or operations.
- Accept overall responsibility for curriculum content and structure as well as academic and clinical performance of Program students and graduates.
• Serve as Program representative and spokesperson in relation to other professional individuals and institutions.
• Manage the program budget.
• Assign responsibilities and evaluate program faculty and senior level administrative staff.
• Coordinate faculty/staff search and recruitment committees.
• Coordinate, teach, and/or evaluate instruction in clinical medicine and assigned core/professional courses.
• Establish the agenda for and chair PA program faculty and retreat meetings.
• Monitor student advisory system.
• Monitor and present suggestion for revision of the program’s admissions process and participate in the recruitment and selection of students.
• Facilitate the development of the program’s summative evaluation processes.
• Engage, and encourage faculty participation, in scholarly and community service activities.
• Provide public relations interface for the program to enhance profile of program and profession.
• Attend and participate in national, state, and/or leadership activities pertinent to physician assistant education and practice.
• Attend national conferences and designated programs pertinent to physician assistant education and practice to enhance teaching, management and/or clinical abilities.
• Participate in program related grant projects.
• Coordinate orientation of new faculty to the program and promote and participate in faculty development activities.
• Serve on University, College of Health Professions Leadership Team (CHPLT), and other CHP committees as assigned to promote the interest of the program.
• Such other responsibilities as may be assigned by the Dean of the CHP.

**MEDICAL DIRECTOR**

**Responsible to:** Program Director, Physician Assistant Program

**Responsibilities:** Medical guidance and teaching support for Physician Assistant Program; facilitate physician knowledge, understanding and support of PA education and practice

**Qualifications:** Currently licensed as a physician in New York State, Experienced and/or board certified
Specific Responsibilities

• Work with the Director to insure that ARC-PA Standards and NYS program requirements are met.
• Participate in the development and ongoing revision of preclinical and clinical learning objectives and examinations.
• Coordinate, teach, and/or evaluate instruction in clinical medicine and core/professional courses as assigned by the Director.
• Coordinate, teach, and provide feedback on assigned clinical clerkships.
• Facilitate communication between the program and the medical community.
• Participate in student selection as a member of the PA Program Admission Committee.
• Attend program retreat, and when possible, faculty meetings.
• Serve on Executive Committee and other University committees, as assigned.
• Participate in program related grant projects as time permits.
• Such other responsibilities as may be assigned by the Program Director

ASSOCIATE DIRECTOR

Responsible to: Program Director, Physician Assistant Program

Responsibilities: Assist the director with overall management of the Program

Qualifications: Master’s Degree required, current NCCPA certification, NYS PA Licensure

Specific Responsibilities:

• Assist in maintenance of ARC-PA standards and NYS program requirements and participate in ARC-PA accreditation report and self-study activities and analysis.
• Participate and assist Director as necessary in faculty, retreat and Executive Committee meetings.
• Coordinate enforcement of Academic Affairs Committee decisions.
• Assist in management of program data bases and graduate survey data analysis.
• Assist in the evaluation, revision and development of didactic and clinical learning objectives and evaluation methodology/tools.
• Coordinate the review and revision of the program didactic and clinical policy manuals annually.
• Coordinate, teach, and/or evaluate instruction in core/professional courses as assigned by the Director.
• Maintain student advisory group and report on each advisee’s academic progress.
• Participate in program recruitment and the Admissions Committee.
• Serve on University committees as assigned by the Director.
• Engage in scholarly and community service activities.
• Assist Director in promotion of faculty development.
• Participate in program faculty/staff search committees.
• Participate in program recruitment and admission interview process.
• Participate in program related grant projects as time permits.
• Assist the Director in public relations representation.
• Participate in national, state, and/or leadership activities relevant to physician assistant education and practice.
• Attend national conferences and designated programs pertinent to physician assistant education and practice to enhance teaching, management and/or clinical abilities.
• Administrative and functional supervision may be exercised over support staff as determined by the Program Director.
• Assist in orientation of new faculty to the program.
• Assist the program Director with any responsibilities as delegated.
• Such other responsibilities as may be assigned by the Associate and/or Program Director.

**ACADEMIC COORDINATOR**

**Responsible to:** Program Director, Physician Assistant Program

**Responsibilities:** Coordination of student learning activities related to the didactic phase of the program

**Qualifications:** Master’s Degree required, Current NCCPA certification, NYS PA Licensure

**Specific Responsibilities:**
• Assist in maintenance of ARC-PA standards and NYS program requirements and participate in ARC-PA accreditation report and self-study activities and analysis.
• Coordinate, teach, and/or evaluate instruction in core/professional courses as assigned by the Director.
• Participate in the development and ongoing revision of didactic learning objectives and examinations.
• Develop and revise Student Handbooks annually.
• Maintain student advisory group and report on each advisee’s academic progress.
• Act as the interface between the program and course instructors as assigned by the Director.
• Chair the Curriculum and Academic Affairs Committee.
• Maintain student advisory group and report on each advisee’s academic progress.
• Serve on program Clinical, Curriculum and Admissions Committees and other program and/or University committees as approved by the Director.
• Engage in scholarly and community service activity.
• Participate in program faculty/staff search committees.
• Participate in program recruitment and admission interview process.
• Participate in program related grant projects as time permits.
• Participate in national, state, and/or leadership activities relevant to physician assistant education and practice.
• Attend national conferences and designated programs pertinent to physician assistant education and practice to enhance teaching, management and/or clinical abilities.
• Administrative and functional supervision may be exercised over support staff as determined by the Associate and/or Program Director.
• Assist in orientation of new faculty to the didactic phase of the program.
• Such other responsibilities as may be assigned by the Associate and/or Program Director.

DIRECTOR OF ADMISSIONS

Responsibilities:

• Coordination of activities related to Admissions, teaching and coordination of student learning activities during the didactic and clinical phases of the program

Qualifications:

• Master’s Degree required, Current NCCPA certification, NYS PA Licensure

Specific Responsibilities:

• Assist in maintenance of ARC-PA standards and NYS program requirements and participate in ARC-PA accreditation report and self-study activities and analysis.
• Coordinate annual admission process, e.g. review of applications, arrangements for admission process for the PA Program, making recommendations to the Director to increase productivity and efficiency.
• Coordinate program information sessions in conjunction Graduate Admissions and for program recruitment.
• Chair PA Program Admission Committee.
• Assist in orientation of new faculty to the admissions aspect of the program.
• Coordinate, teach, and/or evaluate instruction in core/professional courses as assigned by the director.
• Coordinate, teach, and provide feedback on assigned clinical clerkships.
• Participate in the development and ongoing revision of didactic and clinical learning objectives and examinations.
• Maintain student advisory group and report on each advisee’s academic progress.
• Serve on program Clinical and Curriculum Committees and other program and/or University committees as approved by the Director.
• Engage in scholarly and community service activity.
• Participate in program faculty/staff search committees.
• Participate in program related grant projects as time permits.
• Participate in national, state, and/or leadership activities relevant to physician assistant education and practice.
• Attend national conferences and designated programs pertinent to physician assistant education and practice to enhance teaching, management and/or clinical abilities.
• Administrative and functional supervision exercised over Admissions Administrative Assistant and other support staff as determined by the Director.
• Such other responsibilities as may be assigned by the Associate/or Program Director.

**SENIOR CLINICAL COORDINATOR**

**Responsible to:** Program Director, Physician Assistant Program

**Responsibilities:** Coordination of activities related to the clinical phase of the program, coordination of activities related to the Clinical Application course

**Qualifications:** Master’s Degree required, current NCCPA certification, NYS PA Licensure

**Specific Responsibilities:**
• Coordinate maintenance of ARC-PA standards and NYS program requirements and participate in ARC-PA accreditation report and self-study activities and analysis.
• Develop and coordinate the clinical year master rotation schedule and assign students to clinical placements.
• Coordinate, teach and provide feedback on assigned clerkships.
• Provide orientation for students to the clinical phase of the program.
• Periodically re-evaluate and revise/develop clinical learning objectives and evaluation methodology/tools.
• Monitor clinical year content and evaluations and provide suggestions for improvement.
• Coordinate selection and publication of required texts for clinical clerkships.
Monitor and evaluate all clinical evaluation submissions (Typhon PAST loggings, student mid-rotation and end-of rotation evaluations, and student site evaluations) for all clinical clerkships.

Maintain ongoing communication with clinical preceptors and monitor annual site evaluations.

Develop new clinical affiliations in conjunction with the Director.

Coordinate, teach, and/or evaluate instruction in clinical applications and core/professional courses as assigned by the director.

Maintain student advisory group and report on each advisee’s academic progress.

Chair program Clinical Committee and serve on program Curriculum Committee and other program and/or University committees as approved by the Director.

Engage in scholarly and community service activity.

Participate in program faculty/staff search committees.

Participate in program recruitment and admission interview process.

Participate in program related grant projects as time permits.

Participate in national, state, and/or leadership activities relevant to physician assistant education and practice.

Attend national conferences and designated programs pertinent to physician assistant education and practice to enhance teaching, management and/or clinical abilities.

Assist in orientation of new faculty to the clinical phase of the program.

Administrative and functional supervision exercised over Clinical Administrative Assistant and other support staff as determined by the Director.

Such other responsibilities as may be assigned by the Program Director.

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**CLINICAL COORDINATOR**

**Responsible to:** Program Director, Physician Assistant Program

**Responsibilities:** Coordination of activities related to the clinical phase of the program, coordination of activities related to the Clinical Applications course

**Qualifications:** Master’s Degree required, current NCCPA certification, NYS PA Licensure

**Specific Responsibilities:**
- Assist in maintenance of ARC-PA standards and NYS program requirements and participate in ARC-PA accreditation report and self-study activities and analysis.
- Develop and coordinate the clinical year master rotation schedule and assign students to clinical placements.
• Coordinate, teach and provide feedback on assigned clerkships.
• Provide orientation for students to the clinical phase of the program.
• Periodically re-evaluate and revise/develop clinical learning objectives and evaluation methodology/tools.
• Monitor clinical year content and evaluations and provide suggestions for improvement.
• Monitor and all clinical evaluation submissions (Typhon PAST loggings, student mid-rotation and end-of rotation evaluations, and student site evaluations) for all clinical clerkships.
• Maintain ongoing communication with clinical preceptors and monitor annual site evaluations.
• Develop new clinical affiliations in conjunction with Senior Clinical Coordinator and/or Director.
• Coordinate, teach, and/or evaluate instruction in clinical applications and core/professional courses as assigned by the director.
• Maintain student advisory group and report on each advisee’s academic progress.
• Serve on program Clinical and Curriculum Committees and other program and/or University committees as approved by the Director.
• Engage in scholarly and community service activity.
• Participate in program faculty/staff search committees.
• Participate in program recruitment and admission interview process.
• Participate in program related grant projects as time permits.
• Participate in national, state, and/or leadership activities relevant to physician assistant education and practice.
• Attend national conferences and designated programs pertinent to physician assistant education and practice to enhance teaching, management and/or clinical abilities.
• Administrative and functional supervision may be exercised over support staff as determined by the Senior Clinical Coordinator and/or Program Director.
• Assist in orientation of new faculty to the clinical phase of the program.
• Such other responsibilities as may be assigned by the Senior Clinical Coordinator and/or Program Director.

ACADEMIC FACULTY

Responsible to: Program Director, Physician Assistant Program

Responsibilities: Teaching and coordination of student learning activities
Qualifications: Master’s Degree required, Current NCCPA certification, NYS PA Licensure

Specific Responsibilities:
- Assist in maintenance of ARC-PA standards and NYS program requirements and participate in ARC-PA accreditation report and self-study activities and analysis.
- Coordinate, teach, and/or evaluate instruction in core/professional courses as assigned by the Director.
- Coordinate, teach, and provide feedback on assigned clinical clerkships.
- Maintain student advisory group and report on each advisee’s academic progress.
- Participate in the development and ongoing revision of didactic and clinical learning objectives and examinations.
- Act as the interface between the program and course instructors as assigned by the Director.
- Serve on program Clinical, Curriculum and Admissions Committees and other program and/or University committees as approved by the Director.
- Engage in scholarly and community service activity.
- Participate in program faculty/staff search committees.
- Participate in program recruitment and admission interview process.
- Participate in program related grant projects as time permits.
- Participate in national, state, and/or leadership activities relevant to physician assistant education and practice.
- Attend national conferences and designated programs pertinent to physician assistant education and practice to enhance teaching, management and/or clinical abilities.
- Administrative and functional supervision may be exercised over support staff as determined by the Associate and/or Program Director.
- Assist in orientation of new faculty to the didactic and clinical phases of the program.
- Such other responsibilities as may be assigned by the Associate and/or Program Director.

**PART TIME PARAPROFESSIONAL (ADJUNCT)**

Responsible to: Program Director, Physician Assistant Program

Responsibilities: Assistance with student learning activities

Qualifications: Bachelor’s Degree required, Master’s preferred, Current NCCPA certification, NYS PA Licensure
Specific Responsibilities:
- Participate as case study actors during small group case based learning exercises for didactic year students during Clinical Applications courses.
- Participate in procedural exam teaching and evaluation during Clinical Applications courses.
- Participate in didactic and clinical year clinical skills practicums.
- Participate in didactic year hospital visits and clinical year clerkship site visit evaluations.
- Participate in the evaluation of oral/case presentations for didactic and clinical year students.
- Participate in the evaluation of written assignments (H&P’s and SOAP notes) for didactic and clinical year students.
- Participate in program admissions interviews.
- Such other responsibilities as may be assigned by the Director/Associate Director.

PROGRAM ADMINISTRATIVE ASSISTANT

Responsible to: Program Director, Physician Assistant Program

Responsibilities: Coordinate program general administrative, project and clerical duties, and assists Program Director

Qualifications: Bachelor’s Degree preferred; 2-3 years supervisory/administrative experience preferred; Microsoft Office Applications proficient

Specific responsibilities:
- Assist the Program Director in the coordination and production of information related to program accreditation, application and the self-study.
- Under direction of Program Director maintain and update ARC-PA portal data, ensure correspondence for program updates as needed to NCCPA, PAEA, and AAPA.
- Expedite survey requests and reports for PA organizations with appropriate faculty for completion.
- Assist in preparation and dissemination of materials for PA Program Executive Committee meetings.
- Facilitate semester faculty assignments into Banner system.
- Create, maintain and update Program’s comprehensive database for analysis and generation of statistical reports on applicants, students and graduates.
• Compile clinical and didactic students’ semester academic standing (GPA) to identify students who may need advisement or academic probation.
• Develop, maintain and distribute Program’s student advisement list.
• Maintain program departmental email and respond to all inquiries.
• Coordinate with graduates and OSA to facilitate licensure in NYS and other jurisdictions.
• Maintain web employment listing for graduates and distribute postings via group email to current students and alumni.
• Organize and maintain the graduate files to assist faculty with recommendation requests.
• Manage paraprofessional, faculty, and staff timesheets.
• Assist faculty with administrative tasks/special projects as requested for student support and smooth program operation.
• Participate as needed in meeting or conference preparation, generate agendas, supplemental materials, and record minutes and update meeting binders.
• Assist with general clerical, e.g. photocopying, faxing, telephone conversations, emails, correspondence, mailing, securing of space and AV equipment.
• Attend programs pertinent to responsibilities such as information technology and communication skills to enhance abilities and performance objectives.
• Coordinate and implement projects and any other responsibilities according to directives of the Director/Associate Director.

**ADMINISTRATIVE ADMISSIONS COORDINATOR**

Responsible to: Program Director, Physician Assistant Program; Supervision exercised by Director of Admissions

Responsibilities: Coordinate annual marketing/admissions process, assist in program general administrative and clerical duties

Qualifications: Bachelor’s Degree preferred, 2-3 years administrative/communication experience, Microsoft Office Applications proficient

Specific Responsibilities:
• Assist the Program Director in the coordination and production of information related to program accreditation, application and the self-study.
• Plan, organize and coordinate the program’s recruitment/marketing activities under the direction of the Admissions Director and in conjunction with Enrollment
Management information sessions, open houses, marketing in journals or exhibit conference booths).

- Respond to questions from prospective applicants on admission requirements, program and profession information, and policies/procedures of the admission process via telephone and email.
- Administrate admissions interview process including arrangement of scheduling of applicants, space requests and campus tours.
- Collect data and generates statistical reports on applicant pool, admission process, new enrollment, and withdrawn applicants.
- Facilitate accepted student requirements prior to matriculation, track completion of appropriate documentation, and assist with course registration.
- Assist with review/update of admission program literature printed and web based and assure program publications and web is current, consistent, and accurate.
- Assist program faculty with training and technical services related to software utilized in office (e.g. CASPA) and doIT requests.
- Serve as an administrative liaison between the PA Program, Office of Graduate Admissions, Enrollment Management, OSA and Financial Aid Office.
- Assist faculty with administrative tasks/special projects as requested for student support and smooth program operation.
- Participate as needed in meeting or conference preparation, generate agendas, supplemental materials, and record minutes and update meeting binders.
- Assist with general clerical, e.g. photocopying, faxing, telephone conversations, emails, correspondence, mailing, securing of space and AV equipment.
- Attend programs pertinent to responsibilities such as information technology and communication skills to enhance abilities and performance objectives.
- Coordinate and implement projects and any other responsibilities according to directives of the Admissions Director or the Director/Associate Director.

**DIDACTIC ADMINISTRATIVE ASSISTANT**

**Responsible to:** Program Director, Physician Assistant Program; Supervision exercised by the Associate Program Director

**Responsibilities:** Assist Academic Coordinators and Associate Director with organization and management of Physician Assistant student courses and activities.

**Qualifications:** Bachelor’s Degree preferred, 2-3 years administrative/communication experience, Microsoft Office Applications proficient

**Specific Responsibilities:**
• Assist the Program Director in the coordination and production of information related to program accreditation, application and the self-study.
• Participate in on-going support of didactic year students and organize, generate and maintain all didactic student files (electronic and hard copy).
• Coordinate new student orientation.
• Interface with per diem and faculty lecturers to assist in preparation and distribution of student handouts, Blackboard postings of materials and grades.
• Coordinate classroom technical set up for all lecturers and reserve conference and classroom space as needed.
• Maintain Partest/Parscore testing data bank, responsible for didactic exam preparation, administration, coordination, scoring and maintenance of didactic grade files and exam archives.
• Coordinate and manage Typhon evaluation system for didactic courses and compile reports for Curriculum Committee meetings.
• Coordinate annual graduate survey, compile data and update binder.
• Process contracts and check requests for independent contractor (guest) lecturers, per diem faculty hours, and maintain complete and accurate tracking database.
• Coordinate purchase/inventory of office equipment and supplies.
• Assist program faculty with training and technical services related to software utilized in office (e.g. Partest, Qualtrix) and CIT requests.
• Assist faculty with administrative tasks/special projects as requested for student support and smooth program operation.
• Participate as needed in meeting or conference preparation, generate agendas, supplemental materials, and record minutes and update meeting binders.
• Assist with general clerical, e.g. photocopying, faxing, telephone conversations, emails, correspondence, mailing, securing of space and AV equipment.
• Attend programs pertinent to responsibilities such as information technology and communication skills to enhance abilities and performance objectives.
• Coordinate and implement projects and any other responsibilities according to directives of the Academic Coordinators or the Director/Associate Director.

**CLINICAL ADMINISTRATIVE ASSISTANT**

**Responsible to:** Program Director, Physician Assistant Program; Supervision exercised by Clinical Coordinators

**Responsibilities:** Assist Clinical Coordinators with organization and management of Physician Assistant student clerkships and activities
Qualifications: Bachelor’s Degree preferred, 2-3 years administrative/communication experience, Microsoft Office Applications proficient

Specific Responsibilities:

• Assist the Program Director in the coordination and production of information related to program accreditation, application and the self-study.
• Responsible for compilation of clinical year associated documentation including callback day exam preparation and scoring, grade postings on Blackboard, clinical year student files/documentation and exam archives.
• Update and maintain clinical year schedule and grade workbooks.
• Monitor the receipt of all clinical evaluations and insure that final grade sheets for all clinical clerkships are submitted in a timely manner.
• Assure student clinical schedules, mid-rotation and end-of rotation evaluations are submitted, processed, and placed “on file” in a timely manner.
• Coordinate scheduling of clinical orientation, call back day, site visits, presentations and adjuncts.
• Assist with call back day activities, e.g. reserve rooms as needed, assist lecturers with classroom set up and technical needs.
• Implementation of clinical site surveys as requested, coordination of emailing, collection, and processing of acquired statistical data.
• Process and maintain clinical site contracts and coordinate updates of clinical site information.
• Utilize and determine delegation of applicable project distribution to student aides to assist in completion of duties.
• Assist faculty with administrative tasks/special projects as requested for student support and smooth program operation.
• Participate as needed in meeting or conference preparation, generate agendas, supplemental materials, and record minutes and update meeting binders.
• Assist with general clerical, e.g. photocopying, faxing, telephone conversations, emails, correspondence, mailing, securing of space and AV equipment.
• Attend programs pertinent to responsibilities such as information technology and communication skills to enhance abilities and performance objectives.
• Coordinate and implement projects and any other responsibilities according to directives of the Clinical Coordinators or the Director/Associate Director.