

GENERIC POSITION DESCRIPTION
BASIC SCIENCE DEPARTMENT CHAIR
USF COLLEGE OF MEDICINE

The Chair of the Department of _____ reports to the Dean of the College of Medicine. Minimum qualifications for the position are a Ph.D., M.D., M.D./Ph.D or equivalent degree; academic rank at the professorial level, a record of sustained accomplishments and evidence of leadership in his/her field; relevant administrative experience; and evidence of effective interpersonal, collaborative and communication skills.

The Chair is expected to maintain a record of personal success in his/her field and participate in the teaching, research, and training missions of the department. The Chair must serve as a role model for and represent both faculty and students. The time commitment associated with maintaining an active, well-funded research program is recognized.

The overall responsibility of the Chair is to lead the Department to a position of academic and professional eminence, while furthering the goals and missions of the College of Medicine. Specific responsibilities include:

- Establishing a vision for the department and effectively communicate how it contributes to the success of individuals, the College, institution, and profession.
- A chair of a department that bridges basic and clinical sciences must have demonstrated innovation and scholarship, significant experience in the practice and management of Medicine and Science and a record of extramurally funded basic, translational or clinical research.
- Fostering excellence in the research, education, and training. Encourage interdisciplinary activities.
- Recruiting and retaining talented faculty to fulfill the needs and missions of the Department and College.
- Working collaboratively with other institutional leaders and colleagues to develop and advance the goals of the institution.
- Encouraging and supporting diversity among a department's constituents, creating an environment of professionalism, respect, tolerance, and acceptance.
- Assuring equitable salary and academic work conditions for department faculty and facilitating their continuing professional development.
- Managing department staff, finances and resources effectively and efficiently, in accord with college and university policies.

The Chair serves as an advisor to the Dean of the College of Medicine and as a member of the Executive Council of the College of Medicine and meets at least once a year with the Dean to review progress and plans for the future. A major review of the department should occur every five years. This includes a departmental self-review, an internal review by faculty from other departments, then an external review by chairs or eminent scholars from other institutions.

Other duties and responsibilities include: _____

This position description may be reviewed and revised, if necessary at the time of the Chair's annual evaluation.

Recommended by A4Chairs Committee 10/13/2009

G: Recruitment/Recruitment Tracking/Position Descriptions

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