GENERIC POSITION DESCRIPTION
CLINICAL 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 an M.D., M.D./Ph.D or equivalent degree; board certification and recertification if applicable; 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 teaching, research, and clinical care. The Chair must serve as a role model for and represent both faculty and students.

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.

- Recruiting and retaining talented faculty to fulfill the needs and missions of the Department and College.

- Demonstrating innovation and scholarship, significant experience in the practice and management of clinical medicine, a record of extramurally funded basic, translational or clinical research and demonstrated ability to balance education, research and clinical care.

- Supporting and accountable for the accomplishment by the department of excellence in the missions of education, training, research, and clinical care, with encouragement and emphasis of interdisciplinary activities for the College of Medicine within USF Health.

- Supporting the developmental and professional needs of medical and graduate students, residents, fellows, other health professionals, staff, faculty and community physicians.

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- Promoting the mission of the USF Physicians Group (USFPG) through effective management of departmental clinical operations by assuring the quality, availability, and appropriateness of clinical services provided by Department faculty in concert with the missions and goals of USFPG in collaboration with the CEO of USFPG, supporting affiliated institutions and maintaining a valid Florida Medical license.

- 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

- Understanding the evolving worlds of healthcare, education and research and to develop measures to evaluate the outcomes of related Departmental activities.

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 occurs periodically. This includes a Departmental self-review, an internal review by faculty from other departments, and 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.

Draft Recommended by A4Chairs Committee 10/16/2009

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