

University of North Dakota (UND)
School of Medicine and Health Sciences (SMHS)
Chair, Department of Biomedical Sciences

Position Description

The Chair of the Department of Biomedical Sciences (Chair will have a critical role of leading UND SMHS in enhancing basic science research activities and providing the infrastructure necessary for these activities to expand and prosper. The Chair will work collaboratively with the dean, chairs of the clinical and health science departments, and other senior leadership to increase and support interdisciplinary basic science research and education in alignment with the vision and mission of UND SMHS and will serve as an important spokesperson for UND SMHS' s basic science research and educational activities at the local, regional and national level.

The Chair will encourage and support a single department structure that will result in enhanced utilization of research space and resources, effective collaboration among the scientists within different basic science disciplines, and stronger collaborations between biomedical science faculty with colleagues throughout UND as well as with colleagues at external organizations. The Chair will work closely with the dean and senior leadership within UND SMHS to outline a strategic plan for the department.

The Chair is responsible for overall management of the department, to include direct oversight of the financial and human resources of the department and the continuing education of the faculty. The Chair is charged with the growth and development of research and teaching excellence of the department and will lead the basic sciences faculty in support of the education, research, clinical, and service missions of SMHS. The Chair will work closely with faculty to enhance research productivity of the basic science scholars and enhance scholarship of the education scholars.

Reporting Relationship

Reports to the Senior Associate Dean for Medicine and Research

Specific Responsibilities

The position of Chair of the Department of Biomedical Sciences will have a number of specific responsibilities, which include, but are not limited to, the following:

- Administer department budget. Prepare annual budget requests and recommend to the senior associate dean and dean on expenditure of other funds available to the department.
- Assure optimal basic science faculty contribution to the undergraduate, graduate, medical and health sciences education.
- Assign teaching responsibilities and oversee the development and delivery of instructional activities of faculty within the department.
- Recruit faculty for the department.

- Mentor faculty and promote faculty development.
- Conduct annual performance evaluations of faculty within the department and recommend personnel actions to the dean; oversee department review of applicants for promotion and/or tenure.
- Appoint committees of department faculty to address special issues of interest to the department.
- Supervise and annually evaluate department office staff.
- Interface with UND's Division of Research and Economic Development on issues of grant and contract administration.
- Represent the department as requested to external institutions, organizations, and agencies.
- Serve on UND SMHS and University committees as requested.