

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

Position Description

The Chair will provide strategic leadership and direction for all aspects of the Department of Family and Community Medicine (“Department”) and is responsible for its personnel, administrative, educational, and research/scholarly operations. The Chair will oversee family medicine education and the residency training programs of the department. The Chair will establish/nurture curricular and training programs to innovatively meet the need for the education and training of current and future health care professionals and lead the Department to a position of academic and professional eminence while furthering the goals and missions of the University of North Dakota (“University”) School of Medicine and Health Sciences (“SMHS”). The Chair is expected to promote teamwork both within the Department, as well as with other SMHS departments in all aspects of academic and clinical functions. This includes fostering interprofessional teams, interdepartmental collaboration, and integration of basic, clinical, and translational research.

The Chair represents the school at various functions with the University and the external community, and serving in a leadership role in SMHS committees and activities. The Chair works closely with the other Department chairs, the SMHS leadership team, and the faculty governance structure to provide an outstanding education to students and resident trainees. The Chair is expected to serve as a role model for the faculty, in addition to his or her administrative responsibilities.

Reporting Relationship

Reports to the Senior Associate Dean for Medicine and Research

Specific Responsibilities

The position of Chair of the Department of Family and Community Medicine will have a number of specific responsibilities, which include, but are not limited to, the following:

Academic programs and curriculum

- Works to maintain the high percentage of SMHS medical students matching into family medicine residencies each year.
- Develops cohesive and mutually beneficial relationships with family physicians throughout the state for the benefit of SMHS student and resident trainees.
- Facilitates and develops new educational models that further support community-based training of medical students and residents throughout North Dakota.
- Monitors and assures equivalence of training experiences and training outcomes across campuses.
- Ensures the quality of education for medical students, residents and fellows across SMHS and affiliated clinical sites.

- Provides leadership and direction for the Department's formal academic program and curricular design for medical student and residency education.
- Assures compliance with curricular policy and accreditation standards for the education programs of the department.
- Serves as a source of information regarding national trends in medical education relevant to family medicine, initiates projects designed to improve the educational program and disseminates information to faculty, medical school administration, and other stakeholders.
- Provides leadership and direction for the Department's graduate medical education programs.
- Evaluates each faculty member in the Department annually regarding their teaching effectiveness and contribution toward the educational programs of the Department as well as on their professional-development activities and scholarship.
- Provide leadership for defining an appropriate and productive research and scholarship agenda for the Department.
- Ensures that students interested in pursuing further training in family medicine receive appropriate advice, counsel, and support.

Faculty and staff support

- Promotes professional development of existing academic and clinical faculty members.
- Leads efforts to recruit and retain highly qualified faculty and staff.
- Assigns responsibilities and resources within the Department to support the growth and welfare of faculty and staff individually and collectively.
- Mentors faculty and staff in the Department either directly or through a structured system that provides appropriate support for professional growth.
- Assures that tenure-track faculty members in the Department receive guidance and support in a productive manner that optimizes their individual potential for success.
- Assures that every employee of the Department is evaluated annually in a fair, objective, accurate and constructive manner according to applicable policies and practices.
- Develops appropriate ways to recognize accomplishments of faculty, staff and learners in the Department.

Clinical activities

- Provides oversight and leadership for continual improvement of the Department's family medicine clinics, to include appropriate clinical indicators; patient experience; and trainee experience.
- Represents the SMHS to external constituencies especially regarding clinical programs as appropriate.
- Clinical practice opportunities will depend on the candidate's interests and the needs of our clinical partners.

Scholarly activities

- Supervises scholarly work by faculty and staff of the Department to assure high quality professional conduct, adherence to internal and external regulatory requirements, and production of high-quality publications that advance scientific knowledge.

- Monitors the flow of intramural and extramural funds expended for research in the Department, including indirect cost recovery funds.

Administrative activities

- Represents the Department at meetings of the Faculty Council, department chairs, and other meetings as appropriate.
- Leads budget planning for the department for all sources of funding applicable to the Department, and works to ensure that staffing and funding are appropriate for mission requirement.
- Oversees Departmental budgeting and resource management, meets Departmental financial goals, and enacts policies and processes that promote fiscal accountability and responsibility.
- Leads Departmental planning initiatives.
- Ensures Department compliance with University and SMHS administrative policies and procedures and oversees the management of Department operations.
- Shares responsibility with all other department chairs to maintain the stability and security of the SMHS and its programs.
- Attends meetings and represents the SMHS at internal and external meetings at the request of the Senior Associate Dean for Medicine and Research.
- Fulfills or responds to requested assignments by the Senior Associate Dean for Medicine and Research essential for the School.
- Assures implementation of University and SMHS policies pertaining to faculty governance and evaluation, and actively enhances diversity.
- Serves as spokesperson and advocate for the Department, both within and outside of the University.