

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

**Position Description**

The Chair will provide strategic leadership and direction for all aspects of the Department of Internal Medicine and is responsible for the personnel, administrative, educational, and research operations of the department. The Chair will oversee internal medicine education and clinical activity throughout North Dakota. This Chair will establish a curriculum and training programs to innovatively meet the need for 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 UND SMHS. The Chair is expected to promote teamwork both within the department, as well as with other UND 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 will provide a leadership role at Sanford Health in matters related to Internal Medicine.

The Chair serves as a leader for the SMHS, representing the school at various functions with the university and the external community, and serving in leadership roles in SMHS committees and activities. The Chair may also be called upon to represent the SMHS in various advisory capacities to the state legislature as appropriate. 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 Internal Medicine will have a number of specific responsibilities, which include, but are not limited to, the following:

- Establish a vibrant vision for a nationally distinguished and contemporary Department and effectively communicate how it contributes to the success of individuals, the SMHS, UND, and profession.
- Recruit and retain talented faculty to fulfill the needs and missions of the Department and the SMHS.
- Encourage and support research creativity and productivity and integrate departmental goals with those of the SMHS as a whole.
- Maintain/liaison with other clinical and basic science departments to foster an integrated teaching program for the SMHS, and work with the Associate Dean for Education and Faculty Affairs.
- Support the developmental and professional needs of medical and graduate students, residents, fellows, other health professionals, staff, faculty members, and community physicians.

- Maintain a record of personal success in his/her field and participate in teaching, research, and clinical care.
- Encourage and support diversity among a Department's constituents, and create an environment of professionalism, respect, tolerance, and acceptance.
- Together with his/her faculty, develop the medical student and graduate student teaching programs to insure they are of the highest caliber.
- Assure appropriate academic work conditions for Department faculty and facilitating their continuing professional development.
- Manage Department staff, finances and resources effectively and efficiently, in accord with SMHS and university policies.
- Understand the evolving worlds of healthcare, education and research and develop measures to evaluate the outcomes of related Departmental activities.
- Serve as a role model and advocate for the cultural values of the SMHS: respect, integrity, stewardship, and excellence. The Chair is a senior representative of the institution who acts collaboratively and makes decisions based on sound ethics and what will bring the greatest benefit to the department, the SMHS, and UND.
- Serve in a leadership role at Sanford Health related to Internal Medicine.
- Represent the Department and the SMHS to legislative advisory committees as appropriate and required.