

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

**Position Description**

Administrative oversight and leadership of the Department of Medical Laboratory Science and its faculty, staff, and students, with ultimate responsibility for the Department's budget, program accreditation, personnel matters relating to human resources, teaching, scholarship, and service. Teaching in the areas commensurate with the needs of the department. Development and maintenance of individual and departmental scholarly and creative activity to include research, mentoring of graduate students, and advisement of graduate independent projects is a vital aspect of this position. Ongoing record of service to the profession, department, and the University is required to sustain the mission of the Department. Other duties as assigned, and as specifically outlined in the Medical Laboratory Sciences accreditation document outlining the Program Director duties and responsibilities.

**Reporting Relationship**

Reports to the Associate Dean for Health Sciences

**Specific Responsibilities**

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

- The Department Chair will contribute to the Purpose of the School, Department, and University as well as the profession of Medical Laboratory Science through teaching, scholarly activity, and service.
- The Department Chair is expected to exemplify, role model, and promote professionalism among the Department's faculty, staff, and students.
- Evidence of active and effective teaching that involves active learning and promotes life-long learning for those involved in the professional program is required.
- An ongoing record of evidence of a professional development plan to include (but not limited to) a record of continuing education in the areas of teaching responsibility is required.
- A commitment to the promotion of Medical Laboratory Science as evidenced by the development and the potential to expand an appropriate scholarly and creative agenda with dissemination of the contributions in local, state, regional, and national venues. This activity should progress toward publications in refereed journals as appropriate.
- Mentoring of both undergraduate and graduate students is expected on an ongoing basis. Service in all aspects of the department, university, community, and profession will be demonstrated through service on committees, contributions to and the development of departmental guidelines and policies, an ongoing record of contributions to the profession through committee involvement, advisement of undergraduate and

graduate students, and participation in service learning opportunities that promote the profession of Medical Laboratory Science in the community.

- Performance of additional chairperson responsibilities as determined by either the Associate Dean for Health Sciences and/or the Dean of the School of Medicine and Health Sciences.