

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

Position Description

Provides leadership in the Department of Occupational Therapy

Reporting Relationship

Reports to the Associate Dean for Health Sciences

Specific Responsibilities

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

- Develop, in concert with the departmental/divisional faculty and other chairpersons/directors and committee, a statement of goals and objectives for the department which is approved by the dean
- Provide leadership to faculty members in reference to the development of their research, teaching and service functions.
- Cooperate with other faculty, departments and committees in teaching, research and service functions.
- Evaluate faculty members and prepare portfolios for promotion and tenure decisions.
- Oversee the development of schedules and budgets.
- Devise appropriate mechanisms to encourage the development, by the faculty, of grant and contract proposals that are consistent with departmental and School goals and objectives.
- Encourage departmental/divisional compliance with the administrative protocols as outlined in the UND Administrative Manual.
- Hold departmental/divisional meetings and in other ways promote effective communications between school, university and department.
- Oversee the departmental/divisional teaching responsibilities and cooperate with curriculum committees and other school and university components in the improvement of the teaching effort