

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

**Position Description**

Provides leadership in the Department of Pathology

**Reporting Relationship**

Reports to the Senior Associate Dean for Medicine and Research

**Specific Responsibilities**

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

**Administration of the Department of Pathology**

- Insure adequate faculty participation and input into departmental governance.
- Promote the interests and welfare of the department (faculty, staff, and students).
- Prepare the annual budget.
- Oversee the use and care of assigned facilities.
- Prepare the annual report and other documents regarding the function of the department.
- Recommend faculty for appointment, promotion, and tenure according to school policy.
- Facilitate the role of the department in medical, graduate, and allied health education and to maintain academic standards and quality within the education programs.
- Support the graduate program of the department through course development and provision of resources for its function.
- Promote research in the department.
- Maintain communication between the Department of Pathology, the administration, and other departments within the school.
- Pursue with vigor inter-departmental cooperation in educational and research programs.
- Be responsive to the legitimate needs of modern medical education and to lead the Department of Pathology in positive response to these needs.

**Contribution to the Teaching Effort of the Department of Pathology and School of Medicine and Health Sciences**

- Be responsible for developing, delivering, and evaluating curriculum materials for the departmental contributions of Pathology in the medical curriculum.
- Participate in the direct instruction of Pathology in the medical curriculum.
- Maintain the ongoing development of curriculum within the Department of Pathology and the School of Medicine and Health Sciences.
- Participate in graduate medical education as necessary.

### **Contribution to the Research and Scholarly Activity of the Department of Pathology and School of Medicine and Health Sciences**

- Carry on an active, creative program of high-quality scientific research in a specialty area.
- Maintain a record of written publication of results of the research program in recognized scientific journals, books, etc.
- Actively seek external funding for individual research needs.
- Pursue programs of research development for the department and the school as may become feasible.
- Serve as a research consultant in the area of specialty for other members of the university community.

### **Service to the University Community**

- Serve on administrative committees required of a department chairperson within the School of Medicine and Health Sciences.
- Serve on school committees at the discretion of the Dean.
- Serve on university committees at the discretion of the President.
- Demonstrate concern for society by being active in community affairs.
- Serve as consultant to university and civic groups or individuals in areas of expertise.
- Give presentations at meetings of lay and professional groups on topics related to pathology when requested as a community service.