

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

Position Description

The Chair is expected to maintain a record of personal success in his/her field and participate in teaching, and clinical care. The Chair must serve as a role model for and represent both faculty members and trainees, including students and residents. The Chair is responsible for strategic planning for the department, taking into consideration institutional goals. An important responsibility of the Chair is to promote teamwork both within a department and between/among other departments in all aspects of academic and clinical functions. The chair is responsible, together with his/her faculty, for the development of the medical student and graduate student teaching programs of the department, and to ensure that they are of the highest caliber. The Chair is responsible for maintaining/liaison with other clinical and basic science departments to foster an integrated teaching program for the SMHS, and work with the Senior Associate Dean for Education. In particular, the chair is responsible for promoting and implementing the strategic directions established by the SMHS through its Undergraduate Medical Education Committee. The Chair has the responsibility to encourage and support research creativity and productivity. The goals of departmental research must be integrated with those of the SMHS as a whole. The Chair is responsible for fostering interdepartmental collaboration and integration of basic, clinical, and translational research. The overall responsibility of the Chair is to lead the Department to a position of educational and professional eminence while furthering the goals and missions of the SMHS.

Reporting Relationship

The Chair will report to the Senior Associate Dean for Medicine and Research.

Specific Responsibilities

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

- Establishing a vision for the department and effectively communicate how it contributes to the success of individuals, the SMHS, UND, and profession.
- Recruiting and retaining talented faculty to fulfill the needs and admissions of the Department and SMHS.
- Supporting and accountable for the accomplishment by the department of excellence in the missions of education, training, research (as applicable), and clinical care, with encouragement and emphasis on the interdisciplinary activities of the SMHS.
- Supporting the developmental and professional needs of medical and graduate students, residents, fellows, other health professionals, staff, faculty members, and community physicians.

- Encouraging and supporting diversity among a Department's constituents, creating an environment of professionalism, respect, tolerance, and acceptance.
- Assuring appropriate work conditions for Department faculty and facilitating their continuing professional development.
- Managing Department staff, finances, and resources effectively, in accord with SMHS and UND policies.
- Understanding the evolving worlds of healthcare, and education, and developing measures to evaluate outcomes of related Departmental activities.
- Serving 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.