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## **Department Chair of Clinical Sciences– California Northstate University College of Medicine**

<b>JOB TITLE:</b>	Department Chair of Clinical Sciences
<b>SUPERVISOR:</b>	Dean for the College of Medicine through the Office of Medical Education
<b>REPORTING:</b>	Reporting to the Assistant Dean of Medical Education, accountable to the other Department Chairpersons; ultimately accountable to the Dean of College of Medicine.
<b>Employment:</b>	1.0 FTE, full-time, exempt
<b>Salary Range:</b>	\$160,000 - \$200,000

### **Position Summary**

Under the direction of the Dean, the chair has the authority to assign administrative, teaching, research, and clinical roles to the faculty of the department. The chair is responsible and accountable for the academic performance and productivity of the faculty.

### **Essential Functions**

- Providing leadership and governance to all faculty and staff appointed to the department.
- Work with supervisor to maintain sufficiency of faculty to deliver the curriculum.
- Recommending academic appointment and recruitment of faculty to establish the Department.
- Assigning teaching responsibilities to optimally deliver the professional curriculum.
- Providing opportunity for and assisting each member of the faculty to achieve his/her optimal professional development in teaching, scholarly activity, and service.
- Work with Dean and Accreditation team in all aspects of functions and activities including, but not limited to gathering & presenting data relevant to demonstration of compliance with accreditation standards.
- Work with the Dean in developing a plan for graduate medical education implementation
- Work with the Dean in developing a plan for building the clinical practice for our new teaching hospital
- Work with the Dean to help inform strategic planning for the College of Medicine
- Collate Student and faculty research activities, publications, grants, and other research activities relevant to demonstrate student & faculty research of the accreditation standards.
- Conducting annual and evaluations of departmental faculty and staff as required by

CNUCOM policy and making recommendations pertaining to salary adjustments and personnel actions to the Dean.

- Reviewing the departmental pool of applicants for promotion and formulating recommendations for academic promotion to the Faculty Academic Rank and Promotion Committee in the College.
- Providing mid-term promotion review and support to faculty planning to apply for promotion.
- Proposing and managing the departmental budget as directed by the Dean in accordance with CNUCOM policies.
- Shall be mindful and responsive to suggestions and proposals by others including Administration, other department chairs, faculty, staff and students.
- The Chair is expected to seek the advice of faculty colleagues and COM administrators in a systematic way, and to provide for the conduct of department affairs in an orderly fashion through department meetings and the appointment of appropriate committees.
- Review and recommend to the Dean professional leaves and other leaves of absence for member of the departments.
- Responsible for evaluation and documenting faculty performance on an annual basis, and to report and document a faculty or staff member's failure of performing responsibilities and to recommend, when as appropriate, disciplinary action to the Dean.
- Responsible for compliance with proper health and safety regulations per California Northstate University and CNUCOM health and safety policies.
- In collaboration with the Curriculum Committee, develop, maintain, and advance the integration of basic sciences and clinical sciences to promote teaching and learning.
- Working with the Curriculum Committee to critically review and analyze student performances in "Step 1" of licensure exam and make necessary adjustment in clerkship training to enhance learning and student success based on Committee's recommendation.
- Coordinate with the Office of Research to promote student research experiences.
- Review and make recommendation regarding research proposals to the Dean of the College and the Office of Research.
- Maintain an active roster of clinical preceptor faculty and their areas of interest and expertise in research for the students.
- Maintain oversight of the College Masters and the course delivery of the Master Colloquium.
- Shall actively participate in maintaining accreditation and the preparation for re-accreditation through systemic data collection, analysis, program review and other quality improvement processes.
- Shall collaborate and coordinate curriculum design, content, and delivery consistent with mission of the program.
- Shall collaborate with Curriculum Committee on improvement of teaching and learning via monitoring and assessment.

## **Qualifications**

- Medical Degree of allopathic medicine, advanced training in one of the clinical disciplines preferred (e.g. Neurology, internal medicine, pediatrics, emergency medicine, surgery, psychiatry, Ob/GYN, primary care, or other specialties or subspecialties).
- Three to five years in academic institution or equivalent experience in allopathic medical education.
- Track record of outstanding scholarly and/or professional achievement.

- Proven leadership ability to develop and nurture outstanding academic or clinical programs, including interdisciplinary initiatives.
- Demonstrated ability to manage the resources of the department, including faculty and staff, physical facilities and budget in accord with university policies and procedures.
- Ability to generate grant funding support to the College and/or University.

### **Obligations of the Department Chair**

*The information provided below is a general description of the Department Chair's responsibilities; it is not intended to provide an all-inclusive list of responsibilities.*

- Hours:** The Department Chair is a 1.0 FTE, exempt employee. The Department Chair will also hold a faculty appointment in the academic department for which he or she serves as Chair.
- Teaching Load:** The Department Chair will be expected to contribute to the teaching load of the Department in which he/she holds an appointment. The amount of teaching will be negotiated annually with the Dean.
- Terms of Appointment:** Department Chairperson serves at the pleasure and discretion of the Dean and Associate Dean of Medical Education; and shall subject to annual performance review.

### **Working Conditions**

Working conditions for this role include a primary location located in an office environment, within an academic setting. The work environment may include business offices, lecture halls, research laboratories, clinical settings, and conference rooms.

- Interpersonal Relationships
  - Medium level of social contact. This position may work with customers, other accountants and auditors, and office staff.
- Communication via e-mail, telephone, and face-to-face discussions are required.

### **Physical Demands**

This position may involve prolonged periods of standing or sitting during. Some tasks may require fine motor skills and hand-eye coordination. Persons employed in this position must be able to hear and speak to exchange information in person or on the telephone. Employees must possess dexterity of hands and fingers to operate a computer keyboard and prepare documents and reports, as well as possess visual acuity to read, write, and view a computer monitor.

## Equal Opportunity Employer Statement

California Northstate University is an equal opportunity employer to all, regardless of age, ancestry, association with a member of a protected class, bereavement leave, cannabis use, color, disability (physical, intellectual/developmental, or mental health/psychiatric.), Family Care and Medical Leave (CFRA) related to serious health condition of employee or family member, child bonding, or military exigencies, gender identity or expression, genetic information or characteristic, marital status, medical condition (cancer or genetic characteristic), military and veteran status, national origin (includes language restrictions), participation in an EEO protected activity, pregnancy, childbirth, breastfeeding, or related medical conditions, Pregnancy Disability Leave (PDL), race (includes hairstyle and hair texture), religious creed (includes dress and grooming practices), reproductive health decision making, reproductive loss leave, sex/gender, and sexual orientation.

I \_\_\_\_\_ have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Human Resources Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### HOW TO APPLY

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