



# Example of Department Chair Job Description

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Our innovative and growing company is hiring for a department chair. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for department chair

- Provide direct patient care in the inpatient and/or ambulatory (outpatient) oncology setting as a licensed and fully credentialed provider as a member of Dignity Health
- Provide leadership oversight and effective management of an active program of independent, extramurally funded basic, translational or clinical research in area of cancer research expertise/specialization
- Provide overall leadership for the Department and to UPMC, fostering a culture of trust, collaboration, transparency, and the highest quality of research and training activity
- Develop and clearly communicate a vision for the Department and establish, in conjunction with the members of the Department, its goals and objectives, in keeping with the medical center planning goals and maintaining state-of-the-art and innovative programs
- Be accountable for all professional and administrative activities within the Department
- Keep abreast of local, regional, and national trends in science and education as related to the Department's activities, and communicating relevant changes to faculty, staff, and trainees
- Serve as the liaison between senior UPMC and SMD leadership and the Department, providing guidance on the overall institutional policies and specified activities in the Department
- Refining the Department's compensation models to equitably reward high quality research and teaching
- Be accountable for every phase of administration, including budgetary

- Be accountable for the maximum operating efficiency of staff through effective communication and relationships

### **Qualifications for department chair**

- Demonstrated outstanding leadership in major neuroscience subspecialty division/section at a top 35 (NIH funded) department
- Previous higher education administrative experience as a leader/chair of an academic department, and/or academic program
- MD candidates should be board certified and eligible for unrestricted medical licensure in the State of Arizona
- Demonstrated track record of distinction in research, teaching, and potentially clinical care in an academic environment
- Continuous, independent NIH-funded research portfolio and evidence of scientific research including peer-reviewed articles, extramural funding, and professional reputation
- Additional health profession degree (e.g., Ph.D., MPH)