



Example of Department Chair Job Description

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Our innovative and growing company is looking for a department chair. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for department chair

- Grow and enhance educational and training programs across the range of trainees served by the Department
- Assure the active involvement of Department faculty members in teaching, in coordination with the relevant education directors
- Maintain a regular review of the professional performance of the faculty members in the Department
- Regulate and participate in the admission process for new members of the Department, transmitting to the appropriate authorities the Department's recommendations concerning appointment and classification, reappointment, delineation of clinical privileges or specified services, and corrective action with respect to faculty in the Department
- Ensure that there is an active program to recruit faculty members with needed skills, and continually seek candidates for open positions on the staff, consistent with the needs of the Department and the institution
- Appoint such committees and other leadership roles or organizational structures as necessary to conduct the functions of the Department
- Manage the Chair's calendar of meetings, appointments, travel and special events with limited or no consultation
- Serve as the resource to various internal and external constituencies for the Chair's office, including screening correspondence and telephone calls
- Promotes University's values
- Develops, communicates, and upholds Department, School and University

Qualifications for department chair

- Demonstrated outstanding leadership in major oncology subspecialty division/section at a top 35 (NIH funded) department of internal medicine
- Observing and providing feedback to history teachers weekly
- Working with the Principals and Chief Academic Officer to plan and implement staff professional development
- With CAO, lead continued alignment to Common Core State Standards in support of school-wide instructional goals
- Planning and leading weekly department meeting
- Should have an outstanding research and publication record, commitment to excellence in both undergraduate and graduate education