



## Example of Department Chair Job Description

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Our company is looking to fill the role of department chair. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

### Responsibilities for department chair

- Representing the Department of Pharmaceutical Sciences on the Executive Committee, Curriculum Committee, Assessment Committee, and Professional Development Committee
  - Possess the ability to communicate effectively with all constituents including students, faculty, staff, parents, alumni, and the Commonwealth
  - Represent the Department at University, College, and public activities
  - Provide the vision and leadership to achieve superior clinical programs in surgery
  - Assure that residents and fellows receive excellent clinical education and advanced training
  - Attract, hire, and retain outstanding faculty within all subspecialties of Surgery
  - Ensure fiduciary and regulatory agency compliance related to the department's activities and responsibly manage conflict of interest and commitment, policy and procedural compliance
  - Act as an institutional leader in helping to develop a robust mentoring strategy
  - Implement the missions of the school, specifically programs and initiatives of the EVPMA/Dean and Medical School Executive Committee
  - Private lessons in any discipline at the main campus in downtown Baltimore, and/or branch campuses in Towson, Annapolis or Howard County
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- Participate in the hiring of new Humanities Department faculty
- Attend weekly department chair meetings
- Help students prepare for national Humanities competitions
- Manage Math Department budget
- Participate in the hiring of new Math Department faculty
- Help students prepare for national Math competitions