

Job Title**Job Description:****Chair of Specialty Medicine**

The Chair of Specialty Medicine will be responsible for the planning, directing, and implementation of programs, policies and procedures for the Department of Specialty Medicine to ensure the integration of scientifically based, outcome evaluated clinical knowledge and skills, biomedical sciences, and osteopathic principles and practices for pre-doctoral students. The Chair has direct oversight and management of all faculty in the department and will fulfill their clinical, educational, service, and research responsibilities.

Reports to:

Associate Dean for Osteopathic Clinical Education and Simulation Administration

Classification:

Administration

Essential Duties:

- Prepare and Perform formal evaluations for all faculty and staff in the department;
- Prepare financial and budgetary plans and help oversee expenditures of the department;
- Provide mentorship to all faculty in the department;
- Assist in planning and delivering ongoing faculty development activities;
- Participate as a member of the COM leadership team in meetings;
- Preside over department meetings in conjunction with the Department Chair;
- Participate in prospective student interviews and be involved in recruiting and admissions processes;
- Anticipate human resource needs for the department and when the need arises, coordinate the recruiting and interview process for new faculty and staff and make recommendation for hire to the Associate Dean;
- Direct the education and instruction of medical students and other health care professional students while providing mentorship and motivation for learning, research and scholarly activity in classroom environments, clinical settings, active learning groups, laboratory experience and research opportunities;
- Be readily available for student advising, tutoring, remediation and academic counseling;
- Provide professional and clinical services in the Clinic or other clinical settings consistent with training and degree as assigned by the Dean;
- Participate in service to the University and COM by serving on committees as appointed by the Office of the Dean or the Office of the President;
- Provide leadership, mentorship, supervision, guidance to students, participating in community outreach events and with professional organizations or student groups as requested by the Associate Dean;
- Participate in curriculum development, assessment and modification as a part of the college's ongoing quality improvement and assessment program;
- Participate in the training, assessment and evaluation of clinical students and residents, provide feedback and remedial assistance to ensure all core competencies and entrustable professional activities are met;
- Provide feedback and participate in the assessment or evaluation of faculty and staff as part of the University's ongoing quality improvement processes;
- Maintain a personal and professional development plan and portfolio, including documentation of teaching, professional development activities and plans, service provided to college and communities, scholarly activity and research to assure personal growth and continued competency with specialty field;
- Demonstrate the highest standard of professionalism and ethical behavior in all aspects of personal and professional actions and performance;
- Demonstrate and role model an ongoing ability to work cooperatively with students, colleagues, supervisors and support staff;

- Demonstrate adaptability and the willingness to assist the university and college in fulfilling its mission and vision through teaching, academic administrative duties (course/system coordinator), providing patient care, community service and/or perform special duties as assigned;
- Advance the prestige of the University and College through personal career advancement;
- Participate in scholarly activity which includes publications and local and national presentations representing the University and the COM;
- Other duties as assigned by the Office of the Dean or the Office of the President.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by CHSU.

**Qualifications/
Education:**

Skills & Experience:

- Four (4) years academic experience as faculty at a College of Osteopathic Medicine or as faculty member in a Graduate Medical Education program;
- Demonstrate leadership skills, delegation skills, and time management skills;
- Demonstrate knowledge and skill in the delivery of medical education;
- Demonstrate knowledge of varied curriculum templates;
- Demonstrate ability to mentor and motivate students and peers;
- Demonstrated leadership and productivity in the areas of clinical or professional service, scholarly activity, medical research or education;
- Good standing with all regulatory and governmental boards and agencies;
- Demonstrated leadership and administrative experience in clinical, professional or educational settings, preferred;
- Eligible or hold an unrestricted CA medical license;
- Eligible for coverage by University's malpractice insurer if applicable.

Education:

- Terminal degree (DO or MD).

Licensure & Certification:

- Current Board Certification in a primary care discipline.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary is commensurate with experience.

To learn more about our team, click [here](#).

Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to careers@chsu.edu and type **Chair of Specialty Medicine** in the subject field of the email.