

Job Title:**Chair of Specialty Medicine, College of Osteopathic Medicine****Job Description:**

The Chair of Specialty Medicine will be responsible for planning, directing, and implementing 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 and staff in the department and will fulfill their clinical, educational, service, and research responsibilities

Reports to:

Associate Dean for Osteopathic Clinical Education and Simulation, Specialty Medicine

Classification:

Administration, Full Time, Exempt

Essential Duties:

- Supervise, provide ongoing feedback, and prepare/perform formal evaluations for all faculty and staff in the department.
- Provide mentorship to all faculty in the department and assist in planning and delivering ongoing faculty development activities.
- Preside over department meetings.
- Prepare financial and budgetary plans and oversee expenditures of the department.
- Anticipate staffing needs for the department and when the need arises, coordinate the recruiting and interview process for new faculty and staff and make recommendations for hire to the Associate Dean.
- Direct the education, instruction, and assessment of medical students and other health care professional learners.
- Provide mentorship and motivation for learning, research, and scholarly activity in classroom environments, clinical settings, active learning groups, laboratory experience, and research opportunities.
- Support or act as a course director for various clinical courses, such as Entrustable Professional Activities
- Support the Simulation Center to help ensure that the curriculum maintains a current and high medical standard
- Participate in curriculum development, assessment, and modification as part of the COM's ongoing quality improvement and assessment program.
- Be readily available for student advising, tutoring, remediation, and academic counseling.
- Provide mentorship and guidance to students, participating in community outreach events and with professional organizations or student groups as requested by the Associate Dean.
- Participate in service to the University and COM by serving on committees as appointed by the Dean or President.
- Participate in scholarly activity, which includes publications and local and national presentations representing the University and the COM.
- 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.
- Demonstrate the highest standard of professionalism and ethical behavior in all aspects of personal and professional actions and performance.

Qualifications/ Education:

- Demonstrate and 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 performing special duties as assigned.
- Represent the school locally, regionally, and/or nationally
- Participate in prospective student interviews and be involved in recruiting and admissions processes.
- 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.
- Be willing and able to participate in the continuum of osteopathic medical education.
- Other duties as assigned by the Office of the Dean or the Office of the President.

Education:

- Doctor of Osteopathic Medicine (DO) or Doctor of Medicine (MD) is required

Licensure & Certification

- Current Board Certification in a specialty medicine discipline.
- Current active and unencumbered CA medical license

Skills & Experience:

- Five (5) years academic experience as faculty at an osteopathic or allopathic medical school and/or a graduate medical education program.
- Five (5) years of leadership in an academic or teaching setting.
- 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.
- Must be able to acquire and hold an unrestricted California medical license.
- Eligible for coverage by University's malpractice insurer if applicable.

Compensation:

CHSU offers a competitive benefits and compensation package. Salary range for this position is \$200,000 - \$275,000, however, salary is commensurate with experience.

Application Instructions

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

CHSU is an Equal Employment Opportunity (EEO) employer. CHSU complies with the Employment Eligibility Form (I-9) requirements.