Summary

The primary function of the Chair of the Department of Biomedical Sciences is to plan, direct and oversee all activities in the department in conjunction with the University and College of Medicine’s (COM) mission, vision and values. The Chair provides vision and strategic direction for the Department as well as mentoring and guiding faculty members within the Department. The Chair represents the Department both internally to the College and University, and externally to the various stakeholders involved with the activities conducted by the Department. The Chair also serves as part of the COM leadership team implementing, and evaluating programmatic activities.

Responsibilities

- Align goals, objectives, and values with those of Roseman University and the College of Medicine.
- Direct and oversee all aspects of the Department. Plan, develop and implement departmental goals, objectives, and outcome measures.
- Assist in the design, implementation of the COM’s MD education curriculum.
- Assign teaching responsibilities and oversee the development and delivery of instructional activities of faculty within the Department of Biomedical Sciences, in collaboration with the Office of Academic Affairs and the COM’s curriculum committee.
- Oversee the research and other scholarly activities of departmental faculty, and work with relevant College and University offices to sustain ongoing internal and extramural support for faculty scholarship.
- Work with College leadership team in the development of graduate programs and other educational activities that support the College’s missions and goals.
- In consultation with the Department faculty, recruit and recommend to the Dean new faculty members for appointment in the Department.
- Mentor faculty and promote faculty development.
- Conduct annual performance evaluations of faculty within the Department and make recommendations pertaining to salary adjustments and personnel actions to the Dean.
- Oversee Department review of applicants for promotion following the Bylaws of the COM and the promotion guidelines of the department. As Department Chair, recommend to the appropriate COM committee and the Dean as to promotion of faculty within the Department.
- Schedule and chair regular meetings of the Department faculty.
- Appoint committees of Department faculty as needed to address special issues of interest to the department.
- Supervise and annually evaluate Department administrative staff.
- Administer department budgets. Prepare annual budget requests and recommend to the Dean on expenditure of other funds available to the College.
- Oversee maintenance and inventory of Department equipment.
- Interface with the Roseman University Office of Sponsored Programs on issues of grant/contract administration.
- Promote safe working conditions and procedures in the Department. Interface with University Safety Services on issues of safety as they pertain to the Department.
• Make recommendations to the Dean and University administration on modifications of Department laboratory, common equipment or office space.
• Represent the Department of Biomedical Sciences, as requested to external institutions, organizations and agencies.
• Maintain an active personal program of scholarly activity. Seek extramural funding for such scholarship.
• Work cooperatively with the other COM Department Chairs, Assistant and Associate Deans, and other individuals as appropriate on issues related to biomedical and behavioral sciences.
• Oversee the timely completion and distribution of internal and external reports and surveys, including documentation required for the College's accreditation.
• Correspond both internally and externally regarding Department matters.
• Provide leadership to the COM's short- and long-term strategic planning processes.
• Participate in University-wide committee activities as requested.
• Provide leadership in faculty recruitment, promotion, and retention policies and procedures.
• Make recommendations to the Dean regarding appointments of COM and University committee members.
• Participate in the general administration of the COM with the Dean and other members of the COM administrative team.
• Teaches as directed by the COM Dean.
• Adhere to Roseman University and College of Medicine policies and procedures.
• Perform other duties as assigned/required.

Knowledge and Skills
• Ability to communicate effectively with the COM and Roseman stakeholders, the vision, mission and core values of the institution and its academic offerings.
• Ability to work cooperatively with colleagues and supervisory staff at all levels. Works in a collaborative manner with members of the COM and University team.
• Ability to exercise proper judgment and arrive at valid conclusions.
• Ability to manage and support faculty members with varying levels of participation in teaching and research.
• Knowledge of LCME policies, procedures and standards.
• Excellent interpersonal skills to effectively interact with students, residents, faculty, staff, and other University and COM stakeholders.
• Ability to exhibit professionalism even in a difficult situation.
• Excellent written and oral communication skills.
• Demonstrated ethical behavior, professionalism, interpersonal skills, and leadership and management abilities sufficient to run the Department.
• Excellent organizational skills.
• Ability to communicate well and excite faculty, students, other staff and University officials regarding the COM’s innovative educational and research programs.
• Ability to anticipate potential problems and identify solutions.
• Demonstrated leadership skills in the development and evaluation of innovative or novel educational programs.

Education/Training
• A doctorate level degree (PhD) in the health sciences or health professions is required.

Experience
• A minimum of 7 years of combined teaching and administrative experience. Documented accomplishments in teaching, research and service at the level of a senior faculty member.
Work Conditions

- Work is primarily indoors, but requires the incumbent to be in an outdoor environment when traveling between Summerlin campus buildings, off campus, and to University campuses and facilities located outside Summerlin, NV.
- Performing duties and attending events outside the normally scheduled work hours occasionally occurs and is required.
- Traveling off-campus to a local, state, regional and/or national event, as well as travel to other Roseman campuses or facilities (e.g. Henderson, NV and South Jordan, Utah) occurs occasionally and is required.
- Incumbent may be exposed to frequent noise caused by telephones, office machines, and nearby oral communications among University personnel and/or students.
- Any additional area-specific requirements.

Required Physical Abilities

- Ability to bend, stoop, reach, stand, move from one area of the building to another on a regular basis, sit and use a computer for a long period of time.
- Manual and physical dexterity needed to operate a computer keyboard and handle paper documents.
- Sufficient near vision acuity to read information appearing on computer display screen, in hand-written forms, and printed on paper.
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
- Ability to lift and carry a stack of forms and documents weighing up to 25 pounds.
- Any additional area-specific physical requirements.

I have read the above position description and have received a copy.

_______________________________________    _________________
Employee Signature        Date