

Responsibilities of Department Chairs in the School of Medicine

Date: August 31, 2006

Number: 1.412

Status: Final

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Applies to

Department chairs in the School of Medicine.

Reason for Policy

This policy clarifies the roles and responsibilities for individuals who hold the administrative appointment of department chair in the School of Medicine.

Policy Statement

(1) **Overall responsibility, authority and reporting relationship.** The responsibilities and authority of the department chairs are established by the Vice President and Dean of the School of Medicine (further referred to as the Dean) with the concurrence of the Vice President and Chief Executive Officer for the University of Virginia (UVa) Medical Center. All department chairs serve at the discretion of Dean of the School of Medicine and report primarily and directly to the Dean. Chairs of clinical departments also work with the CEO of the Medical Center for their responsibilities for the clinical operations within their departments. Important collaborative relationships include (but are not limited to) the Executive Director of the Health Services Foundation, other department chairs, research center directors, and clinical service center leadership.

(2) **Faculty.** The chair is responsible for recruitment, management, compensation and retention of faculty in consideration of the UVa Health System and School of Medicine strategic plans and of the balancing of the multiple missions of the institution. Initial approval by the dean is required prior to the initiation of any search process for new faculty. In accordance with SOM and University policies and procedures, the chair nominates all faculty for initial

appointment, additional term appointments, and promotion and tenure within the department. The chair (or the division chief) will meet at a minimum annually with each faculty member to provide evaluation, guidance, and mentoring for the faculty member.

The chair will oversee all faculty activities and manage all academic initiatives. The chair will provide strategic program recommendations on future directions for faculty complement to the Dean of the School of Medicine. The chair has the authority to assign administrative, teaching, research, and clinical roles to the faculty of the department. The chair is responsible and accountable for the academic performance and productivity of the faculty.

(3) **Promotion of teamwork.** An important responsibility of the department chair is to promote teamwork both within a department and between/among other departments in all aspects of academic and clinical functions.

(4) **Educational and training programs.** The chair is responsible, together with his/her faculty, for the development of the medical student and graduate student teaching programs of the department. The chair is responsible for maintaining liaison with other clinical and/or basic science departments to foster an integrated teaching program for the School of Medicine, and work with the Senior Associate Dean for Education. In particular, the chair is responsible for promoting and implementing the strategic directions established by the Curriculum Committee of the School of Medicine.

The department chair is responsible for recruiting housestaff. The chair has the authority to appoint housestaff pending ratification by the Graduate Medical Education Committee. The number of housestaff in each department is governed by the Graduate Medical Education Committee. The chair is responsible for the total graduate medical education program including evaluation of residents, conferences, assignment of residents to services, and affiliations with other hospitals. The chair's responsibility includes appropriate evaluation of programs and the general administration and management of the graduate medical education experience. The chair will work with the Associate Dean for Graduate Medical Education on interdepartmental educational programs and on programs that are relevant to overall institutional goals.

The chair is responsible for development of continuing education programs, including distance learning through telemedicine, in collaboration with the Senior Associate Dean for Continuing Medical Education and External Affairs.

(5) **Research programs.** The department chair has the responsibility to encourage and support research creativity and productivity. The goals of departmental research must be integrated with those of the School of Medicine as a whole. The chair will provide input on research strengths and recommendations on strategic research program directions for the Dean of the

School of Medicine, as well as the Senior Associate Dean for Research and the Associate Deans for Basic and Clinical Research. The chair is responsible for fostering interdepartmental collaboration and integration of basic, clinical, and translational research.

(6) **Patient care programs.** The clinical department chair is the clinical role model and leader of the department. The chair works with the Dean, the Senior Associate Dean for Clinical Affairs, and the CEO of the UVa Hospital to coordinate the clinical activities of the department. The chair is responsible for maintaining appropriate standards of care appropriate to the discipline. The chair will communicate with the CEO of the UVa Hospital and the Senior Associate Dean for Clinical Affairs regarding faculty and resident practice standards necessary to assure the success of the Health System.

The chair will make overall recommendations on the medical policies of the UVa Health System and will make specific recommendations and suggestions regarding his/her own department in order to assure the best quality of patient care. He/she will maintain a continuing review of the professional performance of all practitioners with clinical privileges in his/her department. The department chair transmits to the Credentials Committee his/her department's recommendations concerning staff classification, reappointment and the delineation of clinical privileges for all practitioners in his/her department. The chair is responsible for enforcement of the Clinical Staff Bylaws, Rules and Regulations.

(7) **Facilities.** The department chair is responsible for the planning and development of departmental space and for ensuring that all space is used efficiently and productively. The chair should direct all requests for new academic (research, faculty office, teaching) space or changes in space utilization to the Dean.

(8) **Finances and budget.** The department chair is responsible for the financial affairs and long-term fiscal stability of the department including budget preparation and reporting. Expenditures from an approved fiscal year budget are authorized only by the chair with the approval of the Dean, and input from the Health Services Foundation. Dean's office approval is required for contracts between the clinical departments and the Health System. The chair is responsible for and authorizes expenditures from departmental funds with the approval of the Dean, consistent with all institutional guidelines and practices.

(9) **Remuneration of departmental personnel.** Chairs are responsible for making recommendations to the Dean for faculty compensation (base salary and incentive) in compliance with the established University of Virginia and School of Medicine guidelines. These recommendations must reflect the overall contributions of individuals to the academic and clinical activities of the Health System, and must be supportable by an articulated department remuneration

policy based to a great extent on measured performance. The institution is responsible for establishing policies and guidelines for the remuneration of all faculty and non-faculty personnel.

(10) **Cultural values of the institution.** The department chair serves as a role model and advocate for the cultural values of the Health System: respect, integrity, stewardship, and excellence. The chair is an officer of the institution who acts collaboratively and makes decisions based on sound ethics and what will bring the greatest benefit to the department, the school, and the overall institution.

Revision history:

Implemented July 15, 1998

Revised March 15, 2000, August 31, 2006