Guideline

This document describes the roles and responsibilities of the department chairs at the Kirk Kerkorian School of Medicine at UNLV (KSOM). This does not replace the scope of responsibilities delineated in existing individual offer letters, PDQs, and/or chair appointments.

Leadership and Strategic Planning

The chair will develop and enhance the department's educational, clinical, research/scholarly and community activities. The chair will provide visionary leadership and oversee the department’s strategic planning to enhance the quality of educational, clinical, and scholarly/research and community programs. Such planning must be in accordance with the overall mission and vision for the KSOM, and affiliated hospitals/providers, and community organizations as applicable.

Administration

The chair is responsible for the administrative oversight of all aspects of departmental operations which include the following:

- Maintain and enhance the quality of the faculty by protecting their interests and rights as individuals and as clinicians, educators, and scholars; and by supporting their professional development
- Recommend recruitment strategies to expand the department’s clinical and academic operations based on identified and justifiable needs through:
  - Submission of financial proformas for all new faculty recruitments that outline the scope of the position, and the financial resources necessary
  - Supervision of procedures for recruiting, interviewing and appointing new faculty members in collaboration with KSOM HR
- Manage faculty appointments, reappointments, promotions, retirements, resignations, and untoward events (sickness, death) in accordance with KSOM policies and procedures with notification of appropriate KSOM authorities
- Monitor faculty salaries in conjunction with the Senior Associate Dean, Finance and Administration to assure that all salaries are maintained within current applicable guidelines agreed upon by the KSOM and the affiliated institutions
- Foster career development of faculty members through appropriate and timely mentoring either personally or through senior departmental faculty and provide guidance on the promotion and tenure processes, if applicable
- Oversee / perform annual evaluation of department faculty requiring evaluations
Roles, Responsibilities, Resources - Department Vice Chairs

- Recommend space requirements to accomplish the academic and clinical operations of the department working with the Executive Director of Space and Facilities Management
- Address all concerns and complaints disclosed within the department and involve appropriate authorities as indicated (Dean, HR, etc.)
  a. Exception: Issues involving the chair are addressed by the Dean of the KSOM
- Ensure the administration of KSOM policies on equal employment opportunity and affirmative action within the department, oversee matters of gender equity, and ensure a safe and respectful work environment.

The chair is expected to facilitate and maintain a safe and respectful work environment for faculty, students, trainees, staff and patients at all times, and will report any issues related to these areas to the KSOM Chief Compliance Officer.

Educational Programs

The chair is responsible for all educational offerings of the department. The responsibilities are delineated further as following:

For Undergraduate Medical Education Program Courses
The chair appoints in consultation with the Vice Dean for Academic Affairs and Education, all course leaders; approves all new courses within their department, and initiates, plans, and coordinates joint hospital and campus educational efforts.

For Graduate Medical Education – Residency Training and Fellowship Training
Either directly or through designees, the chair is responsible for, in conjunction with the School's DIO, the educational quality of the KSOM affiliated residencies and fellowships for which the department is home. In the case of multiple-site residency training programs in one department, the chair serves as the overall leader of the individual Division Chiefs and Program Directors responsible for each training program.

Clinical Programs

The chair will promote a culture of clinical excellence in all practice settings. The chair is responsible for the overall planning and assessment of the quality of clinical programs within the department and for attending to the department’s service delivery capability insofar as it affects the academic program of the department. This task normally is carried out in cooperation with division chiefs and program directors, as appropriate, the leaders of specialty programs within the discipline. The chair, in conjunction with the Vice Dean of Clinical Affairs and Strategy, is actively involved in the development and implementation of faculty practice plans within the department. With regard to departmental clinical operations, the chair will be responsible to the Vice Dean for Clinical Affairs and Strategy. The chair will be a member of the UNLV Medicine Practice Plan Board of Directors and work towards a successful multi-disciplinary clinical operation. The chair is required to actively participate in the UNLV Medicine governance and may serve on other committees as nominated by the Board of Directors.

Research and Scholarly Programs

The chair has the overall responsibility for research/scholarly activities within the department, including the evaluation of departmental research programs. The chair, in conjunction with the Assistant Dean of Research, identifies cooperative research/scholarly activities, facilitating implementation with other sections/departments. The chair is expected to build the departmental research base and funding.
Departmental Budgets

The chair is responsible for the management of the department’s overall budget, which is developed annually with KSOM and UNLV Medicine administration. This all-source budget will include all income (grants, contracts, practice, direct hospital funding, philanthropy) and expenses (research, educational, personnel, and faculty salaries). The chair reviews and approves all educational and administrative budgets within the department and adheres to the policies that govern both KSOM and UNLV Medicine.

Reporting Structure

Clinical departmental chairs for KSOM have a dual reporting structure to the Vice Dean of Clinical Affairs and Strategy and to the Dean of the KSOM. The Vice Dean of Clinical Affairs and Strategy provides the oversight for all clinical related matters including clinical finance and operations, and the KSOM Dean provides strategic vision for the overall mission of the department. In addition, the Vice Dean of Clinical Affairs and Strategy provides the daily oversight, approval of leave and professional development, and performs the first step in the chair’s annual evaluation process. The KSOM Dean provides the second level review (final) of the evaluation, and makes his/her comments for the final execution of the evaluation. The roles and responsibilities outlined in this document will be included in the annual evaluation process for the clinical chairs.

Overall Support and Resources

In order to successfully carry out the above manifold and substantive responsibilities, the KSOM administration will provide appropriate support and resources that are reasonable yet adequate. These will include regular scheduled meetings with the Dean of KSOM and the Vice Dean of Clinical Affairs and Strategy; opportunity and access to ‘chair development’ programs/events; ‘new chair’ orientation; opportunity to make meaningful contributions to the KSOM strategic planning processes; KSOM support toward philanthropic initiatives; KSOM support toward scholarly activities; and active promotion of an overarching academic culture within the KSOM at all levels. The chairs will continually communicate individually and as a group to the KSOM administration regarding the need for new and additional support areas as they are identified.