



Marshall University  
Joan C. Edwards School of Medicine

---

**Department Chairs Administration Guide - 2022**

## **Department Chairs Role & Responsibility**

Department chairs are vital to the advancement of the education, patient care, and research missions of a medical school. They oversee a variety of missions, guide recruitment and retention. Their leadership energizes the overall success of each basic science and clinical department.

The Chair emerges from the faculty to assume a leadership role in the department. The role of the department chair in academic medicine is multifaceted. It is continually evolving in response to the changing landscape of health care reform, care delivery models, economic constraints, health care and educational innovations, scientific understanding, technology, and recommendations for the future and advancement of medical education.

This guide clarifies roles and responsibilities for individuals who hold the administrative appointment of Department Chair in the School of Medicine.

### **I. Leadership and Institutional Commitment**

- Provide leadership to the department, whose activities and collaborative relationships in the school, medical center, campus and community are integral to its continuing growth and success.
- Promote the vision and mission of the JCESOM
- Promote a culture of academic excellence
- Support strategic initiatives of the JCESOM
- Develop a departmental strategic plan to grow clinical, research, and teaching activities
- Achieve national ranking in the U.S. News and World Report medical specialty rankings and other national external measures of reputation and excellence
- Actively participate in medical school and university committees
- Promote faculty authorship of articles in peer-reviewed scientific literature
- Ensure faculty and staff compliance with university and school policies
- Provide effective leadership and mentoring to faculty members
- Promote teamwork both within a department and between/among other departments in all aspects of academic and clinical functions
- Recruit and develop a diverse faculty
- Develop and implement a policy of annual reviews for all faculty members, in accordance with JCESOM & MUBOG policy

### **II. JCESOM Educational and training programs.**

- Actively promote and maintain relationships with other clinical and/or biomedical science departments to foster an integrated teaching program for the School of Medicine

- Actively promote the participation of department faculty in the teaching of medical students at every level
- Actively promote the participation of department faculty in curriculum development in both the preclinical and clinical years
- Ensure that the core clinical rotations in the department are well organized, well taught, and demonstrate a high degree of student satisfaction
- Ensure that postgraduate training programs (residencies and fellowships) are of the highest quality
- Actively participate and promote the participation of department faculty in professional development and continuing medical education (CME) activities sponsored by JCESOM

### **III. Research**

- Promote a departmental culture that values scientific discovery and clinical innovation
- Develop a strategic plan for research activities within the department and measurable goals
- Develop a research portfolio that includes both clinical and basic science research activities
- Support and develop research of appropriate breadth and depth and ensure compliance with all sponsor and federally mandated requirements

### **IV. Clinical Affairs**

- Promote a culture of clinical excellence in all practice settings
- Develop and monitor standards for clinical outcomes and patient safety
- Provide leadership for clinical risk management activities within the department

### **V. Recruitment**

- Strategically recruit faculty to support the teaching, clinical and research missions of the department
- Ensure that all faculty personnel decisions must be by university and JCESOM policies
- Work closely with the Office of Finance and Administration on personnel decisions
- Work closely with the Associate Dean for Faculty Advancement on faculty promotion and participation in faculty governance

### **Additional Resources:**

- Please Review Marshall University Expectation of the Department Chair's Role and Responsibilities (SR-93-94-76) please review page #33 in [MU-Green book](#)
- [AAMC Resources for Department Chairs](#)  
(located under the Department Chairs/Administrators Resources tab)