JOB DESCRIPTION AND POSITION SPECIFICATIONS  
(TWO POSITIONS)

JOB TITLE(s): Senior Clinical Sciences Department Chair for College of Medicine  
Vice Chair for the Clinical Sciences Department for College of Medicine

SUPERVISOR: Dean for the College of Medicine

EFFORT: 1.0 FTE, full time, exempt

QUALIFICATIONS: Must be licensed to practice medicine in the United States

Obligations of the Department Chair and Vice Chair:

The information provided below is a general description of the Department Chair’s and Vice Chair’s responsibilities; it is not intended to provide an all-inclusive list of responsibilities.

Hours: The Department Chair and Vice Chair must be a full-time exempt employee. The Department Chair and Vice Chair will also hold a faculty appointment in the academic department for which he or she serves as Chair or Vice Chair.

Teaching Load: The Department Chair and Vice Chair will be expected to contribute to the teaching load of the Department in which he/she holds an appointment. The amount of teaching will be negotiated annually with the Dean.

Description: The Clinical Sciences Department of is one of two departments based in CNUCOM (the other is Basic Sciences). The efforts of these two departments are to fulfill the mission of CNUCOM: To Advance the Art and Science of Medicine through Education, Service, Scholarship and Social Accountability. The Clinical Sciences Department is composed of physicians whose major task is to teach the science and practice of the diagnosis, treatment and prevention of disease in the pre-clerkship curriculum. The Department Vice Chair of Clinical Sciences is not involved in curricular activities of the 3rd or 4th years. They will focus on the Clinical Sciences for the 1st and 2nd years. Currently, there are no practice opportunities on site, but there may be opportunities with our affiliated partners. The Senior Clinical Sciences Chair is to be much more focused on the overall organization of the 3rd and 4th year clerkships with significant contact with our major community medical group alliances. The department currently has 19 full and part-time faculty whose main duties are to engage in innovative teaching. Plans are in motion to increase this number to 35-40 over the next 3 years. Eight clerkship directors are members of this department and will report to the Senior Clinical Sciences Chair. There will be very close
collaboration between the Senior Chair and Vice Chair to enhance and synchronize the overall education and preparation of our students as they take on the challenges and responsibilities of their 3rd and 4th year clerkships.

**Responsibilities:** Department Chairs serve at the discretion of the Dean and carry out the responsibilities of the academic department which include, but are not restricted to:

- Overseeing, in conjunction with the Chair of Basic Sciences, an integrated educational experience that optimally prepares first and second year medical students at California Northstate University (CNU) for their clerkship rotations.

- Assigning teaching responsibilities to deliver optimally the professional undergraduate medical school curriculum.

- Providing leadership and governance to all faculty and staff appointed to the Department.

- Recommending academic appointment and recruitment of faculty, composed of members from the Department.

- Providing opportunity to all faculty for professional advancement and assisting each member of the faculty in achieving his or her own optimal development in teaching, scholarly activity, and service.

- Conducting annual evaluations of departmental faculty and staff as required by CNUCOM policy, and making recommendations pertaining to salary adjustments and personnel actions to the Dean.

- Reviewing the departmental pool of applicants for promotion and formulating recommendations for academic promotion to the Faculty Academic Rank and Promotion Committee in the College.

- Providing mid-term promotion review and support to faculty planning to apply for promotion.

- Managing the departmental budget as directed by the Dean in accordance with CNUCOM policies.

- Scheduling and recommending to the Dean sabbatical leaves and other leaves of absence for members of the Department.

- Being responsible for departmental observance of proper health and safety regulations per California Northstate University and CNUCOM health and safety policies.

- Maintaining records and preparing reports in accord with University procedures.

- Reporting any failure of a faculty or staff member to carry out responsibilities and recommending, as appropriate, disciplinary action.

**Notes:**
The Department Chair may be assisted in his/her responsibilities by other faculty members appointed to serve as Vice Chairs, Program Directors, Coordinators, or in other specific administrative functions. Such appointments are through approval by and action of the Dean and will be limited as described in the Bylaws of California Northstate University.

In performing his or her duties, the Chair/Vice Chair is expected to seek the advice of faculty, colleagues, and COM administrators in a systematic way, and to provide for the conduct of Department affairs in an orderly fashion through departmental meetings and the appointment of appropriate committees.

The appointee should be receptive to questions, complaints, and suggestions from members of the Department and from students, and should take appropriate action on them.

Criteria for Appointment:

- Outstanding scholarly and/or professional achievement.
- Must hold an Associate Professor Rank or higher.
- Proven leadership ability toward developing and nurturing outstanding academic or clinical programs, including interdisciplinary initiatives.
- Ability to manage the resources of the Clinical Sciences Department, including faculty and staff, physical facilities, and budget in accord with University policies and procedures.
- Ability to foster private and grant funded support to the College and/or California Northstate University.
- Although the term of service as Chair/Vice Chair is at the discretion of the Dean, a Chair normally serves for a period of three to five years.
- A chairmanship may be continued beyond five years of service only after a mandatory review of the appointee’s service and a report to the President by the Dean.

Department of Clinical Sciences will include faculty holding academic appointment in one or more of the following clinical disciplines: Family Medicine, Internal Medicine, Pediatrics, Obstetrics/Gynecology, Surgery, Neurology, Psychiatry, Emergency Medicine.

Applications will be reviewed upon receipt. For full consideration, candidates should provide a curriculum vitae with at least three references. All candidates are asked to provide a cover letter, articulating how his or her knowledge, experience, and beliefs have prepared him or her to function in support of California Northstate University's vision and mission statements.

Please submit your cover letter, curriculum vitae, list of references, and any additional information to hr@cnsu.edu. Review of applicants will begin immediately and will continue until the position is filled.

California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: e-mail: hr@cnsu.edu and/or telephone: (916) 686-7400.