

Job Title:

Chair of Clinical and Administrative Sciences

Supervisor:

Dean, College of Pharmacy

Qualifications:

Education: PharmD, PhD, or MD

Experience: At least 7-10 years of academic experience

Licensure: Licensed (or eligible for licensure) to practice in CA

**Obligations of the
Department Chair:**

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

- A. Teaching Load:** The Department 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 considerably less than that for a full-time faculty member and will be negotiated annually with the Dean.
- B. Responsibilities:** The Department Chair will report directly to the Dean and will be assigned the following administrative responsibilities:
- Support and promote the mission, vision and strategic plan of the university, college and department.
 - Assign teaching responsibilities of departmental faculty and work responsibilities of staff. Collaborate with the Director of Experiential Education to determine the practice sites of clinical faculty and their precepting responsibilities.
 - Establish and maintain an ongoing process for managing and monitoring faculty and staff workload.
 - Establish and maintain effective departmental policies and procedures.
 - Maintain a collegial, supportive atmosphere within the department, address faculty/staff concerns, and proactively mediate conflicts among faculty or staff.
 - Conduct regular department meetings of faculty and staff.
 - Coordinate budgetary departmental priorities with the dean and manage the annual budget to ensure appropriate allocation and stewardship of resources.
 - Conduct an annual review of all department faculty performance in teaching, research, service and clinical practice;
 - Participate in faculty recruitment, retention, and development;
 - Manage and evaluate department staff;
 - Administer the mentoring program for junior faculty within the department;
 - Participate in curriculum development, delivery, and evaluation;
 - Pursue scholarly and research activities;
 - Prepare analytical reports as requested by the dean, provost or president.
 - Collaborate with programmatic assessment and participate in all accreditation and regulatory processes;

- Supervise department faculty in their academic, clinical, research and scholarly activities;
- Serve on university or college committees as assigned by the dean;
- Represent the university or college at academic or professional meetings;
- Build effective relationships with external agencies, institutions, or individuals that are integral to the mission of the university; and
- Perform other duties as assigned by the dean.

**Position offers competitive wage based on experience plus benefits.
An EEO Employer.**



Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted.

Please send a completed package electronically to careers@chsu.org and type **CHAIR OF CLINICAL AND ADMINISTRATIVE SCIENCES** in the subject line.

*CHSU is an Equal Opportunity/Affirmative Action Employer.
Minorities, women, veterans, and persons with disabilities are encouraged to apply.*