

**University of Florida College of Medicine - Jacksonville**  
**Chair, Department of Neurosurgery**  
**Duties and Responsibilities**

The chair serves as the chief administrative and fiscal officer of the department and is responsible for its academic, clinical and research missions. The chair reports directly to the Dean of the Regional Campus, Jacksonville. The chair operates independently from the chairs appointed to the College of Medicine's departments located on the Gainesville campus. The chair provides leadership to foster the professional growth of the faculty, works to ensure the academic integrity of the programs, facilitates student and resident physician success, and represents the department's interests to internal and external constituencies. The chair, working collegially with other departments and administration, is responsible for the following functions:

**Clinical Operations**

The chair is responsible for all clinical operations of the department. Official authority over budget and space management, and contracts negotiated on behalf of the department through Shands Healthcare System, and all professional staff, administrative and technical staff of the department.

**Administration**

The chair is responsible for all administrative operations of the department. The chair is responsible for convening and chairing department meetings on a regular basis in order to conduct the business of the department. The chair is expected to attend regular meetings with the Dean of the Regional Campus, Jacksonville and attend meetings of the College of Medicine - Jacksonville Executive Committee. The chair generally acts as the communication channel between the department, the Dean of the Regional Campus, Jacksonville, and the Dean of the College of Medicine. The chair, in conjunction with staff, are expected to keep current records of all departmental transactions and academic matters, and to handle all needed paperwork generated by or requested of departments.

**Faculty Recruitment**

The chair is responsible for overseeing the recruitment and selection of faculty for the department. In consultation with the Dean of the Regional Campus, Jacksonville, the chair initiates the recruitment of new faculty, works with department search committees and organizes candidate visits. The chair makes recommendations to the Dean of the Jacksonville Campus regarding the appointment and beginning salaries of new faculty members, salary increase for current faculty and bonuses and incentive plan implementation.

**Faculty Assignments**

The chair establishes assignments for faculty in accordance with the department's clinical, research and instructional needs. The chair is responsible for overseeing faculty absences, research leave, clinical time, reassigned time, and other factors in the scheduling process.

### **Faculty review**

The chair develops guidelines for review of faculty consistent with college and university policies. The chair meets annually with each faculty member and conducts a review of the faculty member's performance over the past year and identifies clearly understood goals for the upcoming year.

### **Faculty Mentoring and Support**

The chair is responsible for encouraging faculty to develop their teaching, clinical, research, scholarly and creative work, and service contributions. The chair implements mentoring arrangements in accordance with college and university guidelines. The chair is responsible for fostering a high-level of professional conduct for all faculty, for providing leadership in the development of the professional growth of the faculty, and for ensuring the academic integrity of the department's programs.

### **Teaching**

Responsible for all teaching activities of department personnel, including physicians in training with the department, or those rotating through the departments, all medical students and students in affiliated programs while functioning within the department, and all other individuals entering the department for professional and educational activities.

### **Student/Faculty Interaction**

The chair is responsible for fostering positive student/faculty and resident/faculty relationships in the department. The chair addresses student and resident concerns and complaints and takes appropriate action in accordance with college and university guidelines.

### **Graduate Medical Education**

The Chair and Residency Program Director are responsible for the recruitment, education, supervision and evaluation of resident physicians in accordance with the College of Medicine - Jacksonville Office of Educational Affairs and the Accreditation Council for Graduate Medical Education policies and procedures. It will be the Chair's responsibility to provide adequate resources for success of the educational programs.

### **Undergraduate Medical Education**

The Chair and the Clerkship Director are responsible for the oversight of the undergraduate educational program in accordance with the College of Medicine - Jacksonville Office of Educational Affairs policies and procedures.

## **Financial**

In conjunction with the Dean's Office and University policies, authority over all revenues and expenses pertaining to the department.

### **Budgetary/Fiscal Management**

The chair is responsible for preparing and presenting an annual operating budget for approval to the Dean of the Regional Campus, Jacksonville. Once the department's annual budget has been approved, the chair is responsible for implementing and managing the budget and other resources in ways consistent with departmental and college priorities. The chair is the primary facilitator of the department's strategic planning efforts and is responsible for assuring that the department's efforts in short and long range planning, assessment, program development, interdisciplinary programming, and other professional activities maintain momentum.

## **Research**

The chair is responsible for all research activities in the department. It is expected that an increase in research activities will be the result of improvement in clinical programs. Infrastructure, personnel, and time must be allocated to allow opportunities for clinical scientists to succeed in specific areas, and being supportive and collaborative with research initiatives as developed in the overall campus and University goals and objectives. Within the purview of your department's research activity, you will be responsible for designating research space and providing guidance and direction in obtaining research grants and properly fulfilling the requirements of the grant.

### **Development Activities**

As chair of the department and in collaboration with the development office, you will be permitted and encouraged to actively solicit gifts specifically to support the clinical, educational and research missions of the department.