

## Vice Chair for Faculty Development Job Description

The Department of Medicine (DOM) is the largest department within the Duke University School of Medicine (SOM). We are dedicated to pursuing excellence in our tripartite mission of clinical care, research, and education and also to supporting our faculty. The Department is therefore committed to offer career development opportunities for early career, mid-career and senior faculty, currently under the direction of the Office of Faculty Development and Diversity. In order to enhance both faculty development and diversity, equity and inclusion (DEI) efforts, the DOM has decided to separate these offices, maintaining DEI efforts in the current office led by Vice Chair Laura Svetkey, and by creating a new **Office of Faculty Development** with its own Vice Chair.

### Overview

The primary responsibility of the Vice Chair for Faculty Development is to oversee the full range of faculty development activities of the DOM for early career, mid-career and senior faculty, especially those in leadership roles. Faculty development activities will include leadership of the DOM Faculty Development Academy and Career Development Seminar Series, overseeing new leadership training opportunities, and promoting faculty professionalism and well-being initiatives. Recognizing that the scope of this role is broad, candidates are expected to have strengths in some, but not necessarily all, areas. Mentoring will be provided by the Chair and senior departmental leaders to support the new Vice Chair.

### Eligibility

- Full-time, regular rank DOM faculty member (Associate Professor or Professor)
- Passion for promoting the careers and well-being of our faculty
- Previous experience as a leader and/or participant in faculty (or leadership) development training is advised

### Reporting Relationships

The Vice Chair for Faculty Development will directly report to the Chair of the Department of Medicine and work closely with other Vice Chairs, Division Chiefs, and other faculty-serving groups (e.g., DOM Diversity, Equity, Inclusion and Anti-racism (DEIAR) Committee; SOM [Faculty Affairs Steering Committee](#) (FAST)).

### Areas of Responsibility

1. Assist the Chair in fostering an environment that values and promotes faculty development, serving as the chief departmental advocate for investment and improvement in these efforts.
2. Advise the Chair on identifying faculty development priorities, funding needs, and infrastructure support.
3. Lead the existing [Faculty Development Academy](#) (FDA) and [Career Development Seminar Series](#) (CDSS).
4. Develop a plan for the periodic assessment of ongoing programs and implement change in response to faculty needs.
5. Continue and enhance existing well-being initiatives to meet faculty needs, while employing best practices in this area and creating accessible resources for faculty.
6. Plan and implement leadership development programs:
  - a. For new leaders in our departmental missions (clinical, research, education)

## Vice Chair for Faculty Development Job Description

- b. For departmental medical directors (in partnership with Vice Chair for Clinical Affairs)
  - c. For all faculty to enhance peer-mentoring opportunities, transparency and accountability in professional development
7. Represent DOM on SOM [Faculty Affairs Steering Committee](#) (FAST)
8. Address faculty professionalism issues in collaboration with Department Chair and relevant other Vice Chairs and institutional offices supporting professionalism.
9. Interact with the other [Vice Chairs and departmental leadership](#) individually and through the Community of Faculty to ensure collaboration and effective communication across missions.
10. Develop evaluation processes and metrics for faculty development and leadership programs to ensure efficacy and continuous improvement.
11. Ensure that the DOM faculty development programs function consistently with our department values, especially in the area of diversity, equity and inclusion.
12. Work with the Vice Chair for Administration to develop and maintain annual operating budgets for faculty development programs.
13. Serve as an alternate representative for the Chair on Duke Health committees relevant to faculty development and wellness activities.

### Assignment

- Compensation commensurate with FTE and overall importance of this role.
- Expected 25-40% effort to fulfill the requirements of this position.
- Dedicated administrative and clerical staff from the Department will support work in this role.
- Dedicated annual budget, subject to Chair's approval.
- Assignment reviewed annually, with formal review every two years.

### Application Process

To apply, submit the following items to [DOMFacultyAffairs@duke.edu](mailto:DOMFacultyAffairs@duke.edu) by 5 p.m. on **October 14, 2022**.

- Cover letter describing your interest in and qualifications for this leadership position, including experience in administrative roles.
- Current Curriculum Vitae (CV).