

## **Division Director Roles and Responsibilities**

### **Oversee academic activities of the Division**

- Assure assigned teaching responsibilities are discharged and monitor quality of the teaching and evaluation.
- Assure compliance with Medical School, residency and fellowship requirements.
- Assure divisional contribution to the research mission of the Department.
- Oversee academic advancement of the faculty by assuring appropriate and timely mentorship and review.

### **Oversee clinical operations of the division**

- Assure coverage of all assigned outpatient clinical services.
- Assure appropriate clinical coverage of inpatients 24/7/365.
- Participate in the development of budgets, staffing arrangements, etc for divisional clinical activities.
- Assure divisional provision of timely and appropriate consultation.
- Assure participation by the division in quality improvement and patient satisfaction initiatives.

### **Professionalism and Citizenship**

- Build an atmosphere of trust and collaboration within the division
- Assure active participation by all division members in division and Department-wide meetings, and educational programs
- Assure divisional participation as needed by Department, hospital or medical school.
- Assure compliance with Departmental, hospital and medical school requirements and initiatives.
- Represent the division as needed by the Department including active participation in division director meetings.
- Develop and implement a strategic plan for the division's clinical, research and educational enterprises which aligns with and supports the strategic goals of the department, medical school and academic health center.
- Actively serve as a member of the Departmental leadership team.
- Support the Departmental leadership team.
- Responsibly manage divisional finances.
- Other duties as assigned.