2018

**Department of Pediatrics**

**Division Chief Responsibilities and Expectations**

The Division Chief reports to the Chair of the Department and works closely with the other Division Chiefs, the Vice Chair, and the Associate Chairs. Responsibilities and expectations include the following:

* To serve as a leader and ambassador for the Department of Pediatrics among other members of the Department of Pediatrics and among individuals outside the Department of Pediatrics
* To develop and implement the short-term and long-range goals of the Division, facilitating programmatic development as appropriate
* To oversee the clinical, research, and educational activities of the Division and promote high quality performance that meets or exceeds local and national standards
* To work with the Division Administrative Director to optimize Division finances
	+ Optimizing expense control
	+ Optimizing coding and billing for clinical activity
	+ Maximizing sponsored support for research activity
	+ Maximizing extramural support for fellowship training
* To facilitate definition of recruiting needs for the Division and lead recruiting efforts
* To ensure career mentoring for all faculty and fellows
* To provide annual review of individual faculty performance and future goals for all faculty
* To facilitate annual review of Division administrative, clinical, and research staff performance
* To foster collaborations between the Division/faculty and other Divisions, Departments, Schools, Centers, and Institutes
* To ensure faculty and staff compliance with all departmental and institutional policies
* To ensure ongoing Division-based performance improvement/quality improvement projects
* To maintain esprit de corps and a sense of optimism among Division members
* To model behavior