

Instructions for Writing the Chair/Center Director Self-Statement

A key element in documenting your performance as a department Chair/Center Director for the five year review process is writing a candidate's statement. This statement will clarify for reviewers what goals you have set in your efforts to lead the department/center. A clear statement of those goals will provide a context within which reviewers can evaluate your performance. A Chair/Director review packet differs from a personal merit review packet in that there is slightly less emphasis on personal performance as a scholar, educator, and clinician and considerably more emphasis on administrative efforts to create a departmental environment in which departmental and University missions flourish. Within each mission area below, please describe your efforts made to assess departmental strengths or weaknesses within that area and any efforts to enhance performance in the area. Please do not feel constrained by this outline: present the ways that the department has grown and improved in efficiency and effectiveness under your leadership. Address themes of communication, transparency, decision making and morale as overarching phenomena or within the context of ongoing efforts to enhance departmental missions.

Please describe efforts to enhance the academic missions of the department in the following areas:

Teaching

- Efforts to develop/sustain the departmental mentoring program for junior faculty such as appointment of a Director for the program, supervising that individual's efforts, identifying resources, etc.
- Efforts to encourage faculty to participate in workshops to develop teaching skills or other programs to enhance their professional performance.
- Efforts to assess and assure compliance with the 80 hour work week rules from the RRC and what consequences are provided if faculty violate that rule.
- Efforts to improve the learning experiences of medical students, residents, faculty and professionals.
- Please describe the quantity and quality of department teaching efforts with medical students, with residents and with fellows.

Clinical

- Efforts to enhance the fiscal stability or growth of the department. These efforts may include changes to the infrastructure of the department relating to clinical care delivery, the hiring of personnel to monitor or manage clinical efforts, the appointment of faculty for key clinical management roles, etc.
- Efforts to insure continuing quality improvement in the clinical enterprise.
- Efforts to enhance the decision making process within the department for monitoring and communicating fiscal performance of clinical entities to all personnel in those entities.
- Efforts to monitor RVU productivity at the individual faculty member level within the department and how that data is communicated back to each clinician.
- Effort to monitor department clinical performance and compare that performance with benchmark goals established.
- Please append RVU totals for each year of the review.

Academic Personnel Administration

- Efforts to monitor and enhance adherence to academic personnel actions deadlines for merits, promotions, etc.
- Efforts to comply with academic personnel reporting requirements such as conflict of interest reporting, APM 025/670 annual reporting, etc
- Efforts to facilitate the accurate and complete assembling of academic personnel paperwork such as dossiers, leave forms, etc
- Efforts to comply with local UC Davis and general university policies.

Scholarly Activity

- Efforts to nominate faculty for Mentored Clinical Research or other research skills enhancement programs.
- Efforts to enhance the structure of the department in supporting submission of proposals to the IRB and submitting grant proposals internally (within the department, the Health System or the University) as well as externally (to foundations, the State, federal funding agencies).
- Please provide a list of publications by faculty across the years of the review.
- Please append a graph displaying grant and contract funding over the years under review.

Service

- Please describe your policy for protecting junior Assistant Professors from excess service load, while encouraging service responsibilities for those at Associate Professor rank, most strongly for those at the rank of Professor.
- Efforts to enhance, assess, and/or assure diversity and inclusion.

In addition to assessing your efforts of the academic missions of the department, please also include a description of your vision/goals for the next 5-year review period.

Please address any questions to Edward J. Callahan, Ph.D., Associate Dean for Academic Personnel, Brent Seifert, Manager of the Office of Academic Personnel, or Antionette Caruso, Coordinator of Upper Level Reviews in Academic Personnel.