

UCI School of Medicine

Chair, Department of Otolaryngology - Head and Neck Surgery University of California Irvine School of Medicine Irvine, CA

The University of California, Irvine (UCI), in partnership with Grant Cooper, announces a national search for the Chair, Department of Otolaryngology - Head and Neck Surgery.

The Chair, Department of Otolaryngology - Head and Neck Surgery reports to the Dean of the School of Medicine and is responsible for the effective management of all administrative and operational processes of the department, providing not only comprehensive, interactive clinical services, but also supporting the teaching, educational, and research missions of the department, school, and University. This is a unique opportunity to join a top ranked university and thriving academic and clinical department, both of which are renowned for their cutting-edge research, innovative educational opportunities, and delivery of impactful clinical services to a diverse community and region. The new Chair will build on the success of prior leadership, leveraging the talents of a diverse faculty, staff, and students, to chart continued success and increased national and international reputation of the department's important academic and clinical endeavors.

With approximately 18 physician faculty and two research faculty, the Department of Otolaryngology - Head and Neck Surgery is a full scope and vibrant academic department. Members of the department provide care for patients with common and complex diseases including hearing and balance conditions, head and neck cancer, sinus and allergy disease, thyroid and parathyroid conditions, voice swallowing and breathing problems, as well as the full range of facial plastic and aesthetic surgery. Members of the department are invited regionally, nationally, and internationally to present research and deliver lectures to physicians from around the world. The Department fully embraces and celebrates the mission of the UCI School of Medicine: Discover, Teach, Heal. Their dedicated teams of researchers, clinical trainees, PAs, patient staff, and administration work to provide discovery through exceptional research and diligently engage in innovation in order to serve the community. Department faculty have regularly obtained research grant funding from the National Institutes of Health and other non-profit organizations.

The Department sponsors a fully accredited five-year residency program in Otolaryngology-Head and Neck Surgery, with 15 total resident slots. We also offer a full range of fellowship training across all the medicine subspecialties. Training takes place at UC Irvine Medical Center in Orange and at UCI Health affiliated hospitals including Children's Hospital of Orange County, Long Beach VA Medical Center, and Kaiser Permanente Anaheim. Training opportunities will expand to UCI's new medical center under active construction in Irvine.

Responsibilities

1) **Overall responsibility, authority and reporting relationship.** The responsibilities and authority of the Department Chair are established by the Dean of the School of Medicine with the concurrence of the Chief Executive Officer for the Medical Center. All department chairs serve at the discretion of the Dean and report primarily and directly to the Dean. Chairs of clinical departments also work with the CEO of the Medical Center for their responsibilities for the clinical operations within their departments. Important collaborative relationships include (but are not limited to) the Vice Dean of Clinical Affairs, the Vice Deans of Research, other department chairs, institute and research center directors, and clinical service center leadership.

Department chairs are responsible for strategic planning for the department, taking into consideration the goals.

Clinical department chairs shall comply with Bylaws of the Medical Staff of the UCI Medical Center and the Procedures for Appointment and Reappointment to the Clinical Staff and Delineation of Appropriate Clinical Privileges.

2) **Faculty.** The Chair is responsible for recruitment, management, compensation and retention of faculty, in consideration of the UCI Health System strategic plans, the School of Medicine strategic plans, and of the balancing of the multiple missions of the institution. Initial approval by the Dean or Dean's delegate is required prior to the initiation of any search process for new faculty. In accordance with SOM and University policies and procedures, the Chair nominates all faculty for initial appointment, additional term appointments, and promotion and tenure within the department. The Chair (or the delegated division chief) will meet at a minimum annually with each faculty member to provide evaluation, guidance, and mentoring for the faculty member. The Chair is responsible for managing faculty time away to ensure there is no conflict of commitment, and for ensuring that faculty disclose consulting agreements and potential conflicts of interest so that these can be evaluated and managed appropriately. The Chair is responsible for annual reporting to the Dean of their own time away from the institution.

The Chair will oversee all faculty activities and manage all academic initiatives. The Chair will provide strategic program recommendations on future directions for faculty complement to the Dean. The Chair has the authority to assign administrative, teaching, research, and clinical roles to the faculty of the department. The Chair is responsible and accountable for the academic performance and productivity of the faculty.

3) **Promotion of teamwork.** An important responsibility of the Department Chair is to promote teamwork both within a department and between/among other departments and other schools in all aspects of academic and clinical functions.

4) **Educational and training programs.** The Chair is responsible, together with their faculty, for the development of the medical student and resident/fellow teaching programs of the department. The Chair is responsible for maintaining liaison with other clinical and/or basic science departments to foster an integrated teaching program for the School of Medicine, and to work with the Vice Dean for Education. In particular, the Chair is responsible for promoting and implementing the strategic directions established by the Curriculum Educational Policy (CEP) Committee of the School of Medicine.

The Department Chair is ultimately responsible for recruiting housestaff, in partnership with the various residency program directors. The number of housestaff in each program/department is governed by the Graduate Medical Education Committee. The Chair is responsible for the total graduate medical education program including evaluation of residents, conferences, assignment of residents to services, and affiliations with other hospitals. The Chair's responsibility includes appropriate evaluation of programs and the general administration and management of the graduate medical education experience. The Chair will work with the Associate Dean for Graduate Medical Education on interdepartmental educational programs and on programs that are relevant to overall institutional goals.

5) **Research programs.** The Department Chair has the responsibility to encourage and support research creativity and productivity along with the expectation to grow the research portfolio of the department during an anticipated period of major growth for the institution. The goals of departmental research should be integrated with those of the School of Medicine and campus as a whole. The Chair will provide input on research strengths and recommendations on strategic research program directions for the Dean, as well as the Vice Deans for Research. The Chair is responsible for recruitment of research focused faculty, and for proposing and fostering interdepartmental collaboration and integration of basic, translational, and clinical research.

6) **Patient care programs.** The Chair is the clinical role model and leader of the department. The Chair works with the Dean, the Vice Dean of Clinical Affairs as well as the COO and the CEO to coordinate the clinical activities of the department. The Chair is also a standing member of the Clinical Faculty Leadership Committee (CFLC), co-chaired by the Dean and CEO, and has the opportunity to be a rotating member of the Clinical Enterprise Leadership Committee (CELC). The Chair is responsible for maintaining appropriate standards of care appropriate to the discipline. The Chair will work with the medical center CMO regarding their own department in order to assure the best quality of patient care. They will maintain a continuing review of the professional performance of all practitioners with clinical privileges in their department. The Department Chair transmits to the Credentials Committee of the Medical Staff their department's recommendations concerning staff classification, reappointment and the delineation of clinical privileges for all practitioners in their department. The Chair is responsible for enforcement of the Medical Staff Bylaws.

7) **Facilities.** The Department Chair is responsible for the planning and development of departmental space and for ensuring that all space is used efficiently and productively. The Chair should direct all requests for new academic space (research, faculty office, teaching) or changes in space utilization to the Dean.

8) **Finances and budget.** The Department Chair is responsible for the financial affairs and long-term fiscal stability of the department including budget preparation and reporting. Expenditures from an approved fiscal year budget are authorized only by the Chair with the approval of the Dean or Dean's delegate. The Dean's approval is required for as any professional service agreements outside of UCI Health. The Chair is responsible for and authorizes expenditures from departmental funds with the approval of the Dean, consistent with all institutional guidelines and practices. Clinical department chairs will work cooperatively with our Advancement team on the Grateful Patient Program. Fundraising is an important component of the position.

9) **Remuneration of departmental personnel.** Chairs are responsible for making recommendations to the Dean for faculty compensation (base salary and incentive) in compliance with the established University and School of Medicine guidelines. These recommendations must reflect the overall contributions of individuals to the academic and clinical activities of the Health System and be consistent with Compensation Plan guidelines.

10) **Cultural values of the institution.** The Department Chair serves as a role model and advocate for the cultural values of UCI Health: ARIISE (Accountability, Respect, Integrity, Innovation, Service and Excellence). The Chair is an officer of the institution who acts collaboratively and makes decisions based on sound ethics and with due consideration of what will bring the greatest benefit not just to the department, but to the school, and the overall UCI Health enterprise.

Eligibility:

- An MD, MD/PhD degree (or equivalent).
- Board certification through the American Board of Otolaryngology – Head and Neck Surgery.
- Be eligible for, or currently hold, a medical license in the state of California.
- Meet requirements for appointment at the rank of Professor.
- Leadership skills and vision for enhancing the clinical and academic components of a multi-disciplinary department.
- Strong record of scholarly activity, evidenced by high quality peer reviewed publications and a stellar record of research and research support.
- Commitment to diversity, equity, and inclusion with track record of promoting an inclusive culture.

Desired Attributes:

- Strong commitment to patient care, reflecting a service-oriented philosophy with hospital administration and with colleagues in other specialties.
- Evidence of promoting and supporting teaching and scholarly activities.
- A reputation for building a clinically strong program.
- Successful track record of recruitment and development of faculty, trainees, and students.
- A distinguished record of scholarly activity, teaching, and clinical care with national and international stature.
- Finally, the candidate must have good interpersonal skills, and be able to work cooperatively and congenially within a diverse academic and clinical environment.

Application Procedures:

Interested applicants are invited to complete an online application profile and upload their curriculum vitae electronically to the following web site: <https://recruit.ap.uci.edu/JPF08944>

Applicants should complete an online application profile and upload the following application materials electronically to be considered for this position:

- Cover Letter
- Curriculum Vitae
- Statement of Current and Future Research Plans
- Statement of Teaching
- Statement of Inclusive Excellence Activities - Statement addressing past and future planned contributions to inclusive excellence that will advance UCI's Commitment to Inclusive Excellence (For more information about the UCI Inclusive Excellence Activities Statement, please visit <https://inclusion.uci.edu/recruitment-resources>)
- Contact information to request three reference letters

Applications or nominations of appropriate candidates may be sent to: Abby Walsh, Senior Associate, Grant Cooper, abby@grantcooper.com Application review will begin immediately and continue until the position has been filled.

This position is being recruited in the following faculty titles, designation into the following title series will be dependent upon qualifications:

Criteria for the Professor in the HS Series:

Health Sciences Clinical Professor series faculty engage in scholarly or creative activities which derive from and support their primary responsibilities in clinical teaching and professional and service activities.

Criteria for the Professor of Clinical "X" Series:

The incumbent will be expected to conduct substantial and meaningful research; teach residents and medical students; have clinical care responsibilities; and perform public and University service. Excellence in teaching, clinical expertise, or research is an essential criterion for appointment in this series. Priority will be given to candidates with a proven track record of academic productivity, as demonstrated through high-impact publications, thematic-based research, and/or grant funding.

The range of the total salary for this position is \$773,146 – \$940,113. The posted UC salary scales set the minimum pay determined by rank and/or step at appointment. See Professorial Series (Adjunct, Clinical X, HS Clinical, In Residence, Ladder Rank) and Professor of Teaching Series – Health Sciences Compensation Plan. This position includes membership in the health sciences compensation plan, which provides for eligibility for additional compensation.

The University of California is committed to creating and maintaining a community dedicated to the advancement, application, and transmission of knowledge and creative endeavors through academic excellence, where all individuals who participate in university programs and activities can work and learn together in a safe and secure environment, free of violence, harassment, discrimination, exploitation, or intimidation. With this commitment as well as a commitment to addressing all forms of academic misconduct, UC Irvine conducts institutional reference checks for candidates/finalists to whom the department or other hiring unit would like to extend a formal offer of appointment into Ladder Rank Professor or Professor of Teaching series, at all ranks (i.e., assistant, associate, and full). The institutional reference checks involve contacting the administration of the applicant's previous institution(s) to ask whether there have been substantiated findings of misconduct that would violate the University's Faculty Code of Conduct. To implement this process, UC Irvine requires all candidates of Ladder Rank Professor or Professor of Teaching series, at all ranks (i.e., assistant, associate, and full) to complete, sign, and upload the form entitled "Authorization to Release Information" into AP RECRUIT as part of their application. If the candidate does not include the signed authorization to release information with the application materials, the application will be considered incomplete. As with any incomplete application, the application will not receive further consideration. Although all applicants for faculty recruitments must complete the entire application, only finalists (i.e., those to whom the department or other hiring unit would like to extend a formal offer) considered for Ladder Rank Professor or Professor of Teaching series, at all ranks (i.e., assistant, associate, and full) positions will be subject to institutional reference checks.

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy. A recipient of an NSF ADVANCE award for gender equity, UCI is responsive to the needs of dual career couples, supports work-life balance through an array of family-friendly policies, and is dedicated to broadening participation in higher education.