



## Job Description

**Division:** Academics, Clinical Affairs

**Department:** Psychiatry

**Position Title:** Chair, Department of Psychiatry

**Reports To:** Senior Associate Dean for Clinical Affairs

**Position Number:** XXXXXX

**Status:** Exempt - salaried

**Date Revised:** 3/25/2022 1:22 PM

### **JOB SUMMARY**

The Chair of the Department of Psychiatry is responsible to plan, direct, and collaboratively implement programs, policies and procedures for the Department of Psychiatry that ensures the integration of scientifically based, outcome evaluated clinical knowledge and skills, biomedical sciences, and osteopathic principles and practices for predoctoral and/or postdoctoral students, provide service to the university and professional communities and engage in innovative scholarship and research to advance medical knowledge. Depending on the applicant's qualifications and interests, additional duties may be assigned. Faculty rank is determined at hiring.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Provide administrative leadership oversight and direction for the Department of Psychiatry faculty and staff in planning, developing, and implementing the College's curriculum across years 1-4.
2. Provide oversight and direction for the education and instruction of medical students and other health care profession students while providing mentorship and motivation for learning, research and scholarly activity in classroom environments, clinical settings, active learning groups, laboratory experience and research opportunities.
3. Supervise and evaluate the performance of the Department of Psychiatry faculty and staff annually or as indicated by policy, report evaluations to the Senior Associate Dean for Clinical Affairs make recommendations for discipline, promotion and recognition of the faculty and develop a culture of excellence, continuous improvement and advancement for each of the faculty members.
4. Establish and maintain scheduled office hours for faculty advising, student advising, tutoring, remediation, and consultation.
5. Oversee the departmental budget to facilitate the department's implementation of educational programs for the COM, ensure effective and efficient operational functions and procedures consistent with established college policies.
6. Provide professional and clinical services in clinical setting consistent with training and degree as assigned by administration.
7. Coordinate and integrate Department of Psychiatry faculty teaching schedule for lectures and laboratories.
8. Provide service to the university community and students through serving on COM and department committees, providing leadership, mentorship, and expertise to students,

Division: Academics, Academic Affairs  
Department: Example (1B0000)  
Position Title: Department Example Position  
Revised: 3/25/2022 1:22 PM

participating in community outreach events and with professional organizations or groups as assigned by the Dean.

9. Participate in curriculum development, assessment, and modification as a part of the college's ongoing quality improvement and assessment program.
10. Participate in the assessment and evaluation of students and residents, provide feedback and remedial assistance to ensure that the students of the COM meet the standards established by the faculty and college and obtain the knowledge, skills and competency established.
11. Provide administrative leadership, faculty mentorship and development for junior members of the faculty, staff, and students.
12. Participate in the assessment or evaluation of and provide feedback to other members of the faculty as a component of the college's ongoing quality improvement and assessment program.
13. Advance the perceived value of and output of research and scholarly activity among the faculty and students of the COM through leadership, mentorship, and participation.
14. Precept students in pre-clinical, educational, and clinical settings.
15. Actively participate in teaching, mentoring and precepting residents in lecture, seminar, didactic, and clinical care settings.
16. Maintain a personal and professional development plan and portfolio, including documentation of teaching, professional development activities and plans, service provided to college and communities, scholarly activity and research to assure personal growth and continued competency within the specialty field.
17. Demonstrate the highest standard of professionalism and ethical behavior in all aspects of personal and professional actions and performance.
18. Demonstrate and role model an ongoing ability to work cooperatively with colleagues, supervisors, and support staff.
19. Demonstrate adaptability and the willingness to assist the university and college in fulfilling its mission and vision through teaching, academic administrative duties (course/system coordinator), providing patient care and community service and/or perform special duties as assigned.
20. Advance the prestige of the University and College through advancement of and avocation for its mission and vision.
21. Demonstrate an ability to work as a group leader and group member, team player.
22. Advance the prestige of the University and College through scholarly publication and research.
23. Prepare grant proposals and academic evaluative reports.
24. Other duties as assigned by the Dean or his/her designee.

### **SUPERVISORY RESPONSIBILITIES**

Does position directly or indirectly supervise other employees?  YES  NO

Does position supervise subordinate supervisors?  YES  NO

If yes, please list the subordinate supervisors (names and titles) reporting to this position.

[Click or tap here to enter text.](#)

How many employees are indirectly overseen by this position through subordinate supervisors?

*Select the number of indirectly supervised employees.*

Division: Academics, Academic Affairs  
Department: Example (1B0000)  
Position Title: Department Example Position  
Revised: 3/25/2022 1:22 PM

Does this position directly oversee non-supervisory personnel?  YES  NO

If yes, how many non-supervisory personnel are directly overseen by this position?

3-4

Does position interact with individuals/entities outside the company?  YES  NO

If yes, please describe:

The Chair of the Department of Psychiatry is tasked with representing Liberty University and LUCOM in the immediate community and at meetings, conferences, and through organizations on local, regional, and national levels.

## **QUALIFICATIONS AND CREDENTIALS**

### **Education and Experience**

- Terminal degree (Doctor of Osteopathic Medicine or Medical Doctor Degree, PhD) with current Board Certification in appropriate area of specialization if applicable.
- Preferably, three (3) years' academic experience as a full time faculty member at a College of Osteopathic Medicine, College of Allopathic Medicine, Academic Healthcare Center, or other doctoral level allied health college, extensive experience in research or scholarly activity at a national recognized facility or five (5) years' experience as a full time faculty member in a Graduate Medical Education program.
- Demonstrated leadership and productivity in the areas of clinical or professional service, scholarly activity, medical research, or education.
- Eligible for medical licensure in the Commonwealth of Virginia
- Maintain active medical licensure in good standing in the Commonwealth of Virginia
- Good standing with all regulatory and governmental boards and agencies, as applicable.
- Eligible for coverage by college's malpractice insurer if applicable.

### **Knowledge, Skills, and Abilities**

- Demonstrate knowledge and skill in the delivery of medical education in the classroom, laboratory, simulation and standardized laboratory settings, and in clinical settings for students and residents.
- Demonstrate knowledge of varied curriculum templates and educational formats.
- Demonstrate ability to mentor and motivate students and peers.
- Demonstrate time management skills.
- Demonstrate a depth of knowledge in one or more of the medical, psychological, social, or spiritual disciplines required for the education of medical students, the practice of medicine, and the advancement of medical knowledge and research.

Division: Academics, Academic Affairs  
Department: Example (1B0000)  
Position Title: Department Example Position  
Revised: 3/25/2022 1:22 PM

## **ABILITIES AND COMPETENCIES ESSENTIAL TO THE FUNCTION OF THE JOB**

### **Communication and Comprehension**

- Ability to effectively communicate both verbally and in writing to convey clear, well-articulated information.
- Ability to understand, speak, and write English in order to convey messages and correspond in an articulate and professional manner.
- Possess public communication skills that allow professional representation of Liberty University to a variety of business and community customers and associates.
- Strong organizational skills.
- Excellent computer skills.
- Ability to contribute to a team environment and contribute expertise at appropriate times while recognizing each team members strengths and contributions
- Engage in “listen first” communication style to ensure that everyone is heard so the best decision can be reached.
- Ability to show respect to colleagues and to work in a collegial manner.
- Demonstrated expertise in negotiation.
- Ability to work as a group leader and group member, possessing the characteristics of a team player.

### **Problem Solving**

- Intuitively able to reason, analyze information and events, and apply judgment in order to solve problems of both a routine and complex nature.

### **Physical and Sensory Abilities**

- Occasionally required to travel to local and campus locations.
- Frequently required to sit for extended periods to perform deskwork or type on a keyboard.
- Regularly required to hear and speak in order to effectively communicate orally.
- Occasionally required to stand, walk, and climb stairs to move about the building.
- Regularly lift 10 or fewer pounds.

### **Other Requirements**

- Up to 20% work away from campus and travel.
- Attendance at events representing the COM, both within and outside of the University setting.
- Experience with scholarly publication and research.
- Ability to prepare grant proposals and academic evaluative reports.

## **WORKING CONDITIONS**

### **Work Environment**

The working environment in which one will typically perform the essential functions of this position is a climate-controlled office setting. It is well lighted and the noise level is moderate.

Division: Academics, Academic Affairs  
Department: Example (1B0000)  
Position Title: Department Example Position  
Revised: 3/25/2022 1:22 PM

### **Driving Requirements**

Use of one's personal vehicle (or LU vehicles) is required for travel in the performance of the essential functions of this position. Proof of a valid Virginia driver's license, an acceptable DMV record, and liability insurance is required.

This job description is designed to provide an employee with a basic understanding of the essential functions, duties, and responsibilities entailed in the performance of his or her job with Liberty University (LU). It is not intended to be all-inclusive. This description does not constitute an employment contract, either expressed or implied. Employment with Liberty University is at-will and may be terminated by either the employee or LU with or without advance notice for any reason or for no reason at all. Only the President and Chancellor is authorized to make changes to any LU policy. Job functions and responsibilities are subject to change at the discretion of management. Efforts will be made to provide advanced notice of such changes whenever possible.