Tab 1.4 | Sample Leadership Role Job Description

Note: This sample can be adapted to create a job description for funded or unfunded department-specific leadership roles.

**[DEPARTMENT/SECTION NAME] |** [LEADERSHIP ROLE] JOB DESCRIPTION

1. POSITION TITLE

[Ex: Chair, Orthopedic Clinical Safety Committee]

1. FTE/TIME EXPECTED

[Ex: O.1 FTE]

1. STATEMENT OF VALUES

*[Insert Relevant Departmental Values]*

The [*DEPARTMENT*] believes that the cultural and social diversity of our faculty, staff and students is vitally important to the distinction and excellence of our clinical, research and academic programs. We embrace a position of anti-racism and inclusivity.

We believe that faculty diversity is essential to our delivery of care and is an integral component of faculty excellence, and are committing to fostering an environment that is supportive and respectful. Diversity is multidimensional and may encompass life experience, gender, sexual orientation, race, national origin, ethnicity, physical ability, spiritual beliefs, and intellectual approach. As we engage and are challenged by one another, diverse perspectives will enhance the quality of intellectual exchange and the creation of knowledge. All faculty, staff, trainees, and students deserve to feel respected and valued for who they are and for the values they hold.

This job description is part of our **commitment to bring our leadership appointment process out into the open**. The establishment of a consistent and transparent process, with clear expectations for advancement to leadership positions, ensures that all faculty are aware of professional growth opportunities and builds trust that such openings are available to all.

BUMG is committed to sex/gender and racial equity in faculty recruitment, compensation, promotion, leadership, and retention. Our ultimate aim is to build a cohort of leaders throughout BMC/BUSM that reflects the racial, ethnic, and sex/gender diversity/composition of our overall faculty.

1. POSITION DESCRIPTION

Each job description should include information that fully educates the candidate about the position they are applying for and should include some or all of the following, as appropriate:

* **Primary purpose of position overall** *(Ex: “The primary role of* ***Chair, Orthopedic Clinical Safety Committee (OCSC)*** *is to oversee the comprehensive annual review by the OCSC of patient examination best practice safety protocols and make recommendations for updating those currently standard in the department and any budget impacts related to new procedures...”)*
* **Specific responsibilities** *(Ex: “The chair will be expected to convene bi-weekly meetings of the OCSC, set agendas, ensure robust and respectful discussion, accurate note-taking, and thorough reviews of current department protocols and new professional standards and best practice recommendations...”)*
* **Required reporting** *(Ex: “The chair is expected to deliver a draft of proposed patient exam safety protocols for implementation in the upcoming academic year to the department chair by April 15th for review in advance of presenting the document to the full faculty at the May 7 departmental meeting*
* **Salary support is available for the anticipated % FTE.** [or, “this is an unfunded, volunteer position.”]
* **Other relevant details** (i.e., any supervision of others required, additional research, clinical, teaching responsibilities)

1. REQUIRED QUALIFICATIONS/QUALITIES

A full list of any ‘must haves’ for the candidate to be considered for the role. These might include:

* A minimum of [XX] number of years of [clinical/research/other] experience
* Leadership experience as a committee chair
* Familiarity with BMC/BUMG clinical safety policies and procedures
* Experience with resource management, budget creation/analysis
* Any required certifications or trainings
* Demonstrated commitment to encouraging and respecting diverse perspectives and opinions

1. DESIRED QUALIFICATIONS/QUALITIES

Include any ‘wished for’ qualifications or qualities, including relational, conceptual, and informal experience and skills:

* Fellowship training in [XYZ] specialty
* Past leadership experience as a committee chair
* Any helpful specialized training or additional certifications
* Consensus builder
* Organized, methodical, attention to detail
* Mission-driven, patient-centered

1. START/END DATES

* Start date:
* End date: [if applicable]