SEARCH: PROGRAM DIRECTOR, PHD IN EPIDEMIOLOGY & TRANSLATIONAL SCIENCE

The Department of Epidemiology and Biostatistics (DEB) is conducting an internal search to recruit a current UCSF faculty member to join our educational leadership team as Director of the Epidemiology & Translational Science PhD Program. Our expectation is that faculty at the Associate or Full Professor level will be most appropriate for this role.

The UCSF PhD in Epidemiology & Translational Science (ETS) prepares students for careers in research, teaching, and leadership that addresses broad topics in population health. Training is grounded in epidemiology, emphasizing rigorous quantitative methods and translation of research findings to settings with health impact. At any given time, incoming class sizes are 5-10 students, with a total of 30-40 students.

QUALIFICATIONS & EXPERIENCE

To be eligible, interested faculty should have:

▪ Education: PhD, ScD, D. Phil or equivalent
▪ Rank: Associate/Full Professor at the time the position would begin
▪ Series: Adjunct, In Residence, Tenure Track
▪ Three or more years of experience classroom teaching in epidemiology or biostatistics
▪ Experience with doctoral students' qualifying examinations and dissertations
▪ Funded research in epidemiology or a related health research area

Competitive candidates will have:

▪ A PhD or similar doctoral-level degree in Epidemiology, Biostatistics, Public Health, or a closely related field
▪ Experience in leadership in the university setting, preferably in education
▪ Experience developing/revising epidemiology curricula, working with doctoral students (e.g., in seminars or classes), and teaching grantsmanship
▪ Ability to commit to a minimum of three years

TO APPLY

Send a cover letter and CV to Beverly.Bitagon@ucsf.edu, and cc Maria.Glymour@ucsf.edu by midnight, April 15, 2022. Anticipated start date will be July 1, 2022, although this can be adjusted. Progress will be assessed at six months and annually thereafter, with reappointments occurring in spring. Feel free to reach out to Maria Glymour for informal queries about the position.

MAJOR RESPONSIBILITIES & ACCOUNTABILITIES

The Program Director is responsible for the leadership, development, and implementation of the ETS PhD degree in the DEB. This role reports to the Vice Chair (VC) of Education. The program is currently also supported by an Associate Director for ETS, a graduate affairs manager, a faculty lead, and a steering committee. We anticipate the role to be supported at 15-20% effort with shared administrative assistance for issues such as scheduling related to education. Responsibilities include (but are not limited to) the following:

Develop and implement overall mission of program and program objectives in coordination with the VC and Educational Leadership Group (ELG)

▪ Set the academic standards for the degree program
▪ Oversee, develop, and implement courses and requirements to meet program objectives, with input from steering committee and with guidance and approvals from VC and Curriculum and Evaluations Committee (CEC)
▪ Convene and chair the steering committee for the program

Student Recruitment and Success

▪ Oversee recruitment and admissions with support from DEB education and communication staff, including interfacing with potential students during open application cycles to promote educational and research opportunities.
  ○ Ensure satisfactory student progress toward degree completion
  ○ In collaboration with faculty, determine guidelines for academic performance
▪ Oversee and participate in the mentoring programs to ensure students receive academic and professional support aligned with their goals and the program’s mission
▪ Evaluate student experiences to support iterative improvements of programs
▪ Help students identify UCSF investigators as research mentors
▪ Address student wellness and disciplinary needs in concordance with the Graduate Division, departmental, and campus-wide standards
▪ Administrative responsibilities to matriculate, track, and communicate with students in accordance with department, graduate division, and UCSF guidelines

**Oversee funding and resources for the program**
▪ Work with training grant principal investigators as needed for fellowship allocations
▪ Liaise with graduate dean on funding matters
▪ Fiscal management of the program, including developing the budget for approval by the VC for education, and working with DEB leadership to oversee funding of program and assure fiscal stability
▪ Ensure all students have viable funding plans (this is done in close coordination with the Grad Affairs Manager and the T32 PIs)
▪ Identify and pursue grants to support the program/program students for submission to federal agencies and foundations

**Course & Curriculum Management**
▪ Recruit and appoint faculty course directors, advisors, mentors, graduate student instructors and graduate student researchers. Course director and other major teaching positions will be made with approval from the VC.
  o Assist course directors in identifying supporting instructors (e.g., teaching assistants) as needed.
  o Work with DEB Education Core and CEC to provide resources and guidance for course directors and educators to excel at delivering effective high-quality instruction
  o Work with the VC, DEB Education Core, CEC, and ELG to support ongoing quality improvement (e.g., routine evaluation of courses/program, sharing of constructive feedback with instructors, facilitating instructor development, etc.)
▪ Meet programmatic needs of students with diverse backgrounds and research goals
▪ Collaborate with DEB Education Core and online education staff to evaluate and improve the online presence of program(s) and courses
▪ Give feedback to instructors as appropriate to ensure high quality instruction
▪ Coordinate with the department’s other educational programs to ensure a coherent curriculum, avoid duplication, and identify synergistic teaching opportunities (through serving on CEC)
▪ Organize, lead, and contribute to teaching in the Doctoral Seminar

**Leadership and Collaboration**
▪ Develop and implement short and long-term plans that align with strategic priorities of DEB
▪ Cooperate and collaborate with other Program Leads (e.g., from medical school curriculum, implementation science, data science, clinical research, etc.), VC of Education, and working groups to support other DEB educational initiatives and priorities (i.e., actively participate in the ELG and CEC)
▪ Provide input to VC of Education, through serving on ELG and CEC, participating in periodic check-ins, and via ad hoc requests
▪ Interface with departmental, Graduate Division, and university leadership as appropriate to report on program activities (e.g., program review guided by the Graduate Division and Graduate Council is every 8 years, next in 2027) and ensure adherence to relevant policies