**Job Description: Vice Chair for Faculty Development**

**UCSF Department of Epidemiology and Biostatistics**

**Overall Responsibility**

Provide support for faculty to enhance their careers and reach their goals.

**Duties**

The primary goal of the VC-FD is to promote the professional development of faculty within the department. This includes ensuring that the department has structures and processes in place to support the mentoring and career development of faculty at all levels and tracks, but with special emphasis on new and junior faculty. The VC-FD supports faculty opportunities for research, teaching, service, and leadership. The VC-FD will coordinate with the division chiefs to promote faculty development and mentorship as a key department-wide priority.

**Specific Responsibilities**

1. *Mentoring*:
	* Meet individually with faculty regarding mentorship and career guidance.
	* Determine and assign appropriate faculty mentee-mentor pairs (i.e., mentors for career, research, etc.).
	* Troubleshoot mentoring related problems that arise.
	* Provide feedback to mentors and mentees as needed.
	* Serve as the department mentoring facilitator in collaboration with the UCSF Faculty Mentoring Program (<https://facultyacademicaffairs.ucsf.edu/faculty-life/mentoring>).
	* In conjunction with the Faculty Mentoring Program, lead and facilitate workshops and seminars on professional development and leadership training.
2. *Support faculty research efforts*:
	* Oversee departmental internal study section, providing pre-submission review of grant proposals.
	* Oversee departmental research enhancement fund awarding and disbursement (as available).
	* Inform faculty of other research opportunities within the department, university, and elsewhere.
3. *Provide guidance and mentorship regarding faculty promotion expectations*:
	* Explain expectations for promotion.
	* Advise on appropriate faculty series and transitions between series.
	* Develop and update policies around faculty advancement/promotion in coordination with the Senior Leadership.
	* Develop and update faculty annual review forms.
4. *Specify and update guidelines for K applicants.*

**Reporting and Committees**

The VC-FD reports directly to the department Chair and serves on the department’s Senior Leadership and Executive committees. Partners and collaborates with the department Chair and other department leadership to develop and maintain strategic plans in regard to faculty development.