

**BURRELL COLLEGE  
OF OSTEOPATHIC MEDICINE  
POLICY MANUAL**

SECTION: Faculty & Staff

BCOM Policy: B7011

TOPIC: Department Chair  
General Qualifications

Approval Date: 1/22/19

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Approved: Signature on File

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**POLICY**

Department chairs shall have experience in teaching and academic leadership in a medical education setting. Such experience shall be of sufficient scope to enable the chair to oversee a department engaged in teaching and research. Chairs of clinical departments shall hold board certification in a specialty served by their department and an active medical license.

**RESPONSIBLE OFFICIAL(S):**

Dean

**PROCEDURES:**

1. At such time as vacancies may arise in departmental leadership, a determination will be made regarding the continuation of the department as an independent entity or its merger into another department within the College.
2. Should a determination be made to continue a department, a search for qualified candidates for leadership of the department will ensue.
3. At minimum, the credentials to be reviewed for all such candidates shall include a *curriculum vita* that describes teaching experience, recent publications related to education, recent research publications and associated funding, term and tenure of prior academic appointments, recent clinical activity where applicable, and references in support of these activities. Board certification and licensure appropriate to the department will be verified.
4. Recommendation for appointment to a departmental leadership position shall only be made upon determination that the selected candidate has demonstrated sufficient and successful experience in the management of core academic operations applicable to the position.
5. All faculty holding departmental leadership positions shall be subject to annual review to assure satisfactory conduct of their responsibilities.

**CROSS REFERENCE:**