



We are delighted to announce the call for applications for the next Department of Pediatrics Associate Chair for Academic Affairs. Eric Sibley, MD, PhD, Professor of Pediatrics, The Bernard A. Newcomb Distinguished Packard Fellow, Assistant Dean for Academic Advising, and Associate Chair for Academic Affairs served as the inaugural holder of this position and we are grateful for his service and many accomplishments in this role, including the creation of a search requirement and other rigorous processes for CE appointments, proposal to appoint divisional academic affairs liaisons, and advocacy for term limits to increase among our leaders and committee members. He also spearheaded actions and policy in response to the Task Force #1 call for academic affairs education and transparency that included leading informational group and individual meetings with division chiefs and faculty, adding division chiefs to evaluation units, advocating for the inclusion of division chiefs on the A&P committee, and creating a departmental publication with comprehensive examples of ways to meet criteria for promotion to Clinical Associate Professor that helped lead to a school-wide publication.

The Associate Chair for Academic Affairs (ACAA) in the Department of Pediatrics provides overall strategic and operational leadership for the Department's faculty appointment, reappointment, and promotion processes, as well as faculty professional development, mentoring and wellness initiatives. The ACAA is responsible for the creation and implementation of faculty development and advancement policies and processes that align with and support the mission and goals of the School of Medicine and the University.

This position reports to the Chair of the Department of Pediatrics and serves on the Department Executive Committee that includes the Associate Chairs of Finance and Administration, Education, DEI, Clinical Faculty Affairs, Hospital Affairs, Clinical Research, Basic Science Research, and Policy and Community Engagement. It is expected that this individual will develop strong and collaborative relationships with the Department of Pediatrics Division Chiefs, School of Medicine Dean's Office faculty and administrators engaged in faculty affairs, and faculty academic affairs leadership in other clinical departments.

Term: 5 years with the opportunity for renewal.

Position Responsibilities

1. Faculty Actions

The ACAA will oversee School of Medicine procedures within the Department regarding the recruitment, appointment, reappointment, and promotion of faculty, as well as rare negative faculty actions. More specifically, the ACAA will:

- Help with the assembly of and review the composition of proposed UTL/UML/NTL and CE faculty search committees
- Meet with the search committee chair to provide guidance on job descriptions, actions to promote diversity (in partnership with the Associate Chair for DEI), recruitment processes, candidate line and rank recommendations, and search reports

- Oversee the assembly of the Evaluation Unit for reappointment and promotion actions for professoriate faculty, and provide training and guidance to Evaluation Unit members on expectations and responsibilities
- Approve the referee grid, trainee grid and comparison peer grid for professoriate actions
- Serve as an *ex officio* member on the Department of Pediatrics Committee on Appointments and Promotions
- Work with Chair, Associate Chairs, Division Chiefs, and Department of Pediatrics Committee on Appointments and Promotions to develop department expectations and metrics for promotion in order to promote transparent and equitable standards of excellence and productivity
- Meet with Division Chiefs as needed and at least annually to discuss timelines and decisions of reappointment versus promotion.
- Ensure that the Department of Pediatrics has appropriate representation on School of Medicine Appointment and Promotion Committees across all faculty lines.

2. Faculty Review

The ACAA will work in concert with the Department Chair to ensure that Division Chiefs complete annual in-person and written evaluations of all faculty and Instructors. The ACAA will work with Division Chiefs to help support their availability and oversight for counseling on academic development and suitability for reappointments and promotions.

3. Faculty Professional Development, Mentoring and Wellness

The ACAA will work with the Department Executive Committee and the department designate(s) who oversee the faculty mentoring and wellness programs to ensure that all instructors and faculty are receiving strong mentorship and are engaged in initiatives to improve wellness. The ACAA will also work with the Associate Chairs for Education, Research, Clinical Affairs and Policy and Community Engagement to ensure faculty have opportunities for professional development and scholarship in each of these domains.

4. Faculty Diversity

The ACAA will assist in faculty recruitment, advancement, and retention efforts to ensure that Stanford has a well-qualified and diverse faculty. The ACAA will work closely and collaboratively with department leadership, the Associate Chair for DEI, and search committees or senior hiring faculty to ensure transparency and increase diversity in applicant pools and recruitment.

5. Other Responsibilities

Other responsibilities of the ACAA will include:

- Seeking and facilitating leadership training opportunities for junior and mid-career faculty



- Advising and assisting the Department Chair on faculty personnel issues and act as a liaison with the Dean's office on faculty development and advancement.
- Provide counseling for research faculty within the professoriate, reviewing their academic development and career trajectory in partnership with the Associate Chairs for Research
- Periodic meetings with the Department's Division Chiefs to review search, recruitment, appointment, and promotion processes and policies
- Annual or semi-annual training sessions for Assistant and Associate level faculty on reviewing CVs to assess promotion opportunity.
- Oversee search waiver requests
- Work closely and meet frequently with the Department's Faculty Affairs Administration (FAA) staff to ensure that appointments and promotions are completed in a timely, fair, and thoughtful manner and review packages for quality prior to submission to OAA.
- Serve as an advisor to the Department's Faculty Affairs Administrators on myriad issues related to faculty affairs
- Oversee the FAA staff in the management of sabbaticals/CE professional development leaves and visiting scholar applications and appointments

Application Process

Physician faculty on the University Tenure Line and University Medical Line who are actively engaged in patient care are encouraged to apply. The role is open to individuals at the ranks of late Associate Professor or full Professor. Preference will be given to candidates with significant mentoring, professional development, and leadership experience.

Applications are due **Monday, July 19, 2021**.

Please submit a CV and 2-page cover letter to Eunice Delumen at edelumen@stanford.edu. The cover letter should articulate your experience in academic affairs and faculty development, and your contributions and vision to drive excellence in this field. Candidates should be prepared to interview with a small number of Departmental and School of Medicine leaders as part of the selection process.