



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 20.01.L, **Duties & Responsibilities of the Dean and Executive Vice President (EVP) for Clinical Affairs**

PURPOSE: The purpose of this School of Medicine (SOM) policy and procedure is to provide a description of the duties and responsibilities of the SOM Dean and EVP for Clinical Affairs position.

REVIEW: This SOM Policy and Procedure shall be reviewed within each even-numbered fiscal year by the Office of the Dean.

POLICY/PROCEDURE:

1. **General.** This policy is intended to outline the duties, responsibilities, and qualifications of the SOM Dean and EVP for Clinical Affairs position.

2. **Primary Duties and Responsibilities of the Dean and EVP Include:**

Strategic Leadership. Develop and implement a strategic vision for the TTUHSC School of Medicine in alignment with the university's mission and goals. Provide visionary leadership to faculty, staff, and students, fostering an environment of innovation, collaboration, and excellence.

Academic Program Oversight and Management. Formal organizational authority and responsibility to oversee the academic programs offered by the TTUHSC School of Medicine, including undergraduate medical education, graduate medical education, and continuing medical education. Ensure innovative curriculum development and delivery are of the highest quality, incorporating evidence-based practices and addressing emerging trends in medical education.

Accreditation and Compliance. Ensure the TTUHSC School of Medicine meets all accreditation requirements and maintains compliance with relevant regulatory bodies. Collaborate with external agencies, professional organizations, and accrediting bodies to uphold the highest standards of medical education and practice.

Faculty Recruitment and Development: Recruit, retain, and mentor a diverse and accomplished faculty, fostering an inclusive and supportive environment. Promote faculty development and advancement through mentorship, professional development opportunities, and recognition of scholarly achievements.

Research and Scholarship: Foster a vibrant research culture within the TTUHSC School of Medicine, working collaboratively with the Senior Vice President for Research supporting faculty and students in their pursuit of impactful research and scholarship. Encourage collaboration across disciplines and facilitate the translation of research findings into clinical practice.

Community Outreach & Services: Engage with local and global communities to promote the TTUHSC School of Medicine's mission, values, and achievements. Foster relationships with health care providers, policymakers, and community organizations to address community health needs and contribute to public health initiatives.

Financial Management: Develop and manage the TTUHSC School of Medicine's budget, ensuring effective resource allocation to support academic programs, faculty development, research initiatives, and infrastructure needs and ensure success of the clinical enterprise. Seek opportunities for revenue generation and cost optimization.

Clinical Practice Oversight: Oversee and guide the Texas Tech Physicians group practice through strategic partnerships, faculty success, and outstanding clinical delivery of the highest quality. The Dean will ensure best practices and exceptional quality of the services provided and will foster the growth of the multispecialty, interprofessional collaborative university practice through integrated care delivery provided by Texas Tech Health.

Development and Institutional Advancement: Foster and cultivate strong relationships with external stakeholders, including health care organizations, industry partners, alumni, and philanthropic donors. Identify and pursue opportunities for collaborative initiatives, fundraising,

and securing grants to enhance the TTUHSC School of Medicine's resources and programs.

3. Qualifications of the Dean & EVP include:

1. A terminal degree: M.D. required and/or Ph.D. with an exceptional academic and administrative leadership track record of integrity, service, achievement, and significance.
2. Enthusiasm in partnering with the President, Provost, and other TTUHSC Deans to create a unified vision for the institution leading by example.
3. A demonstrated record of open, honest communication and genuine care for serving all the TTUHSC School of Medicine's stakeholders – patients, faculty, staff, students, community leaders, and institutional leaders.
4. An appreciation for TTUHSC School of Medicine's role in the communities we serve, and a desire to enhance existing and build new connections and partnerships.
5. Experience with Liaison Committee on Medical Education (LCME) accreditation as an active participant, with knowledge and comprehension of the complexities of an allopathic medical school. The candidate will also have an appreciation for the important role of continuous quality improvement.
6. A commitment to growing research, research infrastructure, and facilitate findings into clinical practice.
7. Forward-thinking leadership required to lead and modernize the clinical enterprise, with an appreciation for the economic engine this provides for the TTUHSC School of Medicine and the TTUHSC.
8. The clinical practice acumen and leadership skills to build the practice of medicine and work with the teaching hospital's leadership to achieve success.
9. An interest in expanding interprofessional relationships across the university and promoting further collaboration amongst TTUHSC's schools, faculty, staff, and students.
10. A strong background in medical education and the commitment to improve student satisfaction, scholarship, and success. A champion for medical students.
11. Someone who will provide robust scholarship and professional development opportunities for faculty and students.
12. Multi-faceted leadership skills to effectively execute the role of the Dean and serve as a unifying and motivational force for the TTUHSC School of Medicine as a whole.
13. A commitment to, and expert knowledge of, discovery and translational research, driving the school forward with distinction.
14. An understanding of the importance of TTUHSC's strong primary care focus within West Texas.
15. Respectful and personable leadership, taking the time getting to know the names and faces of the faculty.
16. A resonance with TTUHSC's values-based culture and the desire to be an active participant and champion for this ideal in the community both internally and externally.