# Department Chair Manuals

*The Successful Medical School Department Chair: A Guide to Good Institutional Practice*

These AAMC manuals are available, ***for a charge of $75 each for non-member non-profit schools/organizations***. Their names, descriptions & web sites are below. These manuals offer helpful advice, details good practice, and provides a wealth of sample documents and policies that can be adapted for local use.

This manual is designed for medical school deans, teaching hospital CEOs, department chairs, search committees, and chair-candidates. This three-module publication series focuses on how to search for new leaders, what leadership competencies chairs need, and how to evaluate and sustain effective leaders.

## Goals of This Series

* To document the characteristics of the selection and development of successful department chairs by identifying good practices and highlighting chairs’ key role in advancing medical schools’ missions.
* To build and expand on the AAMC “role of the department chair” initiative of 1998, and to explore the major issues in the context of the challenges in 2002-2010.
* To address a wide audience of involved groups, primarily including deans and senior vice-presidents, but also hospital CEOs, search committee members, search consultants, potential chair candidates, and chairs-designate.
* To identify good practices in the identification, selection, recruitment, and development of department chairs.
* To characterize the role of the department chair in fulfilling the differing, but appropriate, expectations of the dean and the hospital CEO.
* To identify the responsibilities of the department chair in ensuring a balance of all missions, and in ensuring the development of the talents of each faculty member.
* To identify good practices in chair accountability and performance-related rewards (including compensation).
* To analyze the causes of chair failures, and to explore the possible avoidance of failure by selection practices, early career development of skill sets, and mid-career mentoring and career development.

## Structure of *The Successful Medical School Department Chair*

This publication has been divided into three modules, each devoted to a different time in the total career life of the medical school department chair. The first module covers the period beginning with the announcement of the departure of the previous chair to the arrival and transition of the new chair. The second module addresses good practice for developing required skill sets and executing the chair’s responsibilities and expectations in an effective and successful manner. The third module reviews good practice in the evaluation and review of the chair, performance-related reward systems, career development and mentorship of the chair, and issues related to termination.

## Module 1:

Good practice in the search, selection, recruitment, and transition of a new medical school department chair

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