

Department Chair/Director Activities Plan 2013

This document should be reviewed and realigned with the evolving needs of your evaluation process on a semi-annual basis.

Leadership Excellence

Create an action plan for the coming year that covers the following items. For each item on the action plan, name the person responsible for implementing that action and list the resources you need in order to be successful.

1. Create, articulate and embody the department's mission, paying attention to the proper balance of education, research, clinical care, department operations and workplace management.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

2. Deepen your leadership skills, conflict management skills, and emotional intelligence.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

3. Successfully seek philanthropic and grant opportunities.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

4.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

5.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

Teaching Excellence

Create an action plan for the coming year that covers the following items. For each item on the action plan, name the person responsible for implementing that action and list the resources you need in order to be successful.

1. Increase or maintain knowledge of accreditation, certification and regulatory programs.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/ Director*

☐ *Faculty*

2. Continue to champion the department's visibility throughout the four-year curriculum.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/ Director*

☐ *Faculty*

3. Increase the visibility of scholarly resources available to students.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/ Director*

☐ *Faculty*

4. Continue to help faculty members to serve as mentors.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

5.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

6.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

Research Excellence

Create an action plan for the coming year that covers the following items. For each item on the action plan, name the person responsible for implementing that action and list the resources you need in order to be successful.

1. Maintain or elevate your position as an authority in the field.

Means of achievement:

Will be managed by: ☐ *Dean* ☐ *Chair/ Director* ☐ *Faculty*

2. Align the department's research with MSM's mission; nurture research teams that support the mission.

Means of achievement:

Will be managed by: ☐ *Dean* ☐ *Chair/ Director* ☐ *Faculty*

3. Ensure departmental adherence to standards of research integrity and compliance.

Means of achievement:

Will be managed by: ☐ *Dean* ☐ *Chair/ Director* ☐ *Faculty*

4. Expand/ maintain working knowledge of research funding sources and the process for acquiring support.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

5.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

6.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

Clinical Excellence

Create an action plan for the coming year that covers the following items. For each item on the action plan, name the person responsible for implementing that action and list the resources you need in order to be successful.

1. Promote and support advances in clinical practice.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/ Director*

☐ *Faculty*

2. Set and enforce standards for clinical care.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/ Director*

☐ *Faculty*

3. Manage institutional systems such as credentialing, productivity, practice plan management, documentation of care, billing and collecting, risk management, cost effectiveness, and reduction of medical errors.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/ Director*

☐ *Faculty*

4. Set and monitor metrics for clinical productivity.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

5. Increase the efficiency of clinical operations.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

6. Maintain familiarity with practice regulations; ensure departmental compliance.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

7.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

8.

Means of achievement:

Will be managed by.

☐ *Dean*

☐ *Chair/ Director*

☐ *Faculty*

Workplace Excellence

Create an action plan for the coming year that covers the following items. For each item on the action plan, name the person responsible for implementing that action and list the resources you need in order to be successful.

1. Create an environment of professionalism, respect, trust, tolerance and acceptance.

Means of achievement:

Will be managed by:

☐ Dean

☐ Chair/Director

☐ Faculty

2. Actively support women, minorities and differently-abled students and faculty.

Means of achievement:

Will be managed by:

☐ Dean

☐ Chair/Director

☐ Faculty

3. Cultivate leadership skills in the areas of listening, communication, conflict management, and techniques for dealing with unproductive employees.

Means of achievement:

Will be managed by:

☐ Dean

☐ Chair/Director

☐ Faculty

4. Develop your faculty through mentoring, career development, performance coaching and fair compensation.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

5.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

6.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

Operational Excellence

Create an action plan for the coming year that covers the following items. For each item on the action plan, name the person responsible for implementing that action and list the resources you need in order to be successful.

1. Develop and implement an operational plan for your department that is in alignment with MSM's strategic plan.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

2. Develop your knowledge of financial matters that affect your department, such as budgets.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

3. Develop measurement techniques for evaluating the outcome of departmental goals and objectives.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/Director*

☐ *Faculty*

- 4.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/ Director*

☐ *Faculty*

5.

Means of achievement:

Will be managed by:

☐ *Dean*

☐ *Chair/ Director*

☐ *Faculty*