

TCOM Accreditation Operating Procedures	Approved: July 2017
COCA Element 7.3 Department Chair Qualifications	Effective: July 2017 Revised: October 2019, February 2024

Element 7.3:

A COM and any branch campus must employ chairs of department(s), or the equivalent of departments, with proven experience in teaching and academic leadership in a medical education setting. For clinical department chairs, the chair must have an active medical license and active AOA or ABMS board certification in their specialty.

Procedure Statement: 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 robust and diverse department engaged in teaching, research and, where applicable, clinical practice. Chairs of clinical departments shall have an active medical license and active AOA or ABMS board certification in their specialty and have an active medical license

Procedure		Responsible Party
1.	TCOM shall create and maintain a department chair job description that includes experience in teaching and academic leadership in a medical education setting. This job description shall include overseeing a robust and diverse department engaged in teaching, research and, where applicable, clinical practice.	TCOM Office of the Dean
2.	When vacancies arise in departmental leadership, a roster of potential candidates shall be generated through a search process. The Dean may appoint an interim chair until a permanent candidate is identified and hired.	TCOM Dean Candidate Selection Committee
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 will be verified.	TCOM Dean Candidate Selection Committee
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.	TCOM Dean Candidate Selection Committee
5.	Final appointment to departmental leadership positions shall be made upon confirmation that the successful candidate has the skills and experience necessary as described in the job description.	TCOM Dean HSC Provost
6.	All faculty holding departmental leadership positions shall be subject to annual review to assure satisfactory conduct of their responsibilities.	TCOM Dean HSC Provost