

University of Michigan Medical School

Leadership Titles for Faculty, Department-Based Leadership Roles

This document provides a list of common leadership titles for faculty placed into departmental leadership roles. These descriptions, which contain only basic standard elements, will evolve as we gain more experience with their use in Michigan Medicine – feedback is welcomed.

The M-Pathways titles listed below have descriptions located on the page number indicated:

1. Associate Chair (page 2)
2. Assistant Chair (page 2)
3. Section Head (page 3)
4. Service Chief (page 3)
5. Program Director (page 4)
6. Program Associate (page 4)
7. Program Assistant (page 5)
8. Medical Director (page 5)
9. Associate Medical Director (page 6)
10. Assistant Medical Director (page 6)

Note: The Service Chief title is listed here because this title was recently made available in M-Pathways. The Service Chiefs would at this time be appointed at the department level (since the Office of Clinical Affairs transfers funds vs giving explicit effort for Service Chiefs).

This table provides a mission-based perspective of this basic faculty leadership title model. The Assistant Chair is not necessarily a “lower level” position vs. the Section Head (Div Chief). Departments may have more than one “level” of faculty leadership role mapping to the same title in this simplified model.

Department:	
<i>Res, Educ, Admin</i>	<i>Patient Care</i>
Chair*	
<i>[note - no "Vice Chair" title available at this time]</i>	
Associate Chair	
Section Head (Div Chief)	
Assistant Chair	
<i>Program Director / Center Dir</i>	Medical Dir / Center Dir
<i>Program Associate</i>	Assoc Medical Dir
Program Assistant	Assist Medical Dir

Please see parenthetical equivalent working title examples and illustrative Faculty Leadership Roles for these M-Pathways titles listed on the following pages including sample University Long Title (ULT) *modifying text*.

Associate Chair (Jobcode 107000; may also have “Vice Chair” local dept./ULT)

Overall Responsibilities:

The Associate Chair has primary responsibility to create operational, cultural or desired vision/values outcomes in one of the tripartite missions or across all missions of the Department. Associate Chairs operate with significant independence in their area(s) of responsibility in a department.

Reporting Relationship:

The Associate Chair reports to the Chair or to a designated Associate Chair (which may be locally called a “Vice Chair”) for all or part of their leadership responsibility.

Appointment Details:

Administrative (protected) time: .xx FTE

Annual Administrative Differential: \$x

Appointment Term: x years

Illustrative Faculty Leadership Roles Using This Title (*italics* below show ULT modification):

Associate Chair for Education; Associate Chair for Research, Associate Chair for Finance and Operations

Assistant Chair (Jobcode 108000)

Overall Responsibilities:

The Assistant Chair has primary or shared responsibility to create operational, cultural and other desired values outcomes. Assistant Chairs generally have more narrowly defined operational responsibilities within a mission or cultural/values responsibilities which cross all missions. Assistant Chairs operate with moderate independence for their assigned area of responsibility in a department.

Reporting Relationship:

The Assistant Chair reports to the Chair or to a designated Associate Chair (which may be locally called “Vice Chair”) for all or part of their responsibility.

Appointment Details:

Administrative (protected) time: .xx FTE

Annual Administrative Differential: \$x

Appointment Term: x years

Illustrative Faculty Leadership Roles Using This Title (*italics* below show ULT modification):

Assistant Chair for DE&I; Assistant Chair for Wellness & Culture; Assistant Chair for Quality Improvement

Section Head (Jobcode 110380; “Div. Chief” is local use; add to ULT, if desired)

Overall Responsibilities:

The Section Head/Div Chief has primary responsibility to create operational, cultural and other desired values outcomes in support of the tripartite missions and our Mission, Vision and Values. The Section Head/Div Chief operates with significant independence and authority in leading the ongoing operations of their defined operational division, section or delineated unit.

Reporting Relationship:

The Section Head generally reports to the Chair or to a designated Associate Chair for all or part of their responsibility.

Appointment Details:

Administrative (protected) time: .xx FTE

Annual Administrative Differential: \$x

Appointment Term: x years

Illustrative Faculty Leadership Roles Using This Title (*italics* below show ULT modification):

Section Head *Plastic Surgery*; Section Head – *Division Chief Gastroenterology*

Service Chief (Jobcode 109370)

Overall Responsibilities:

The Service Chief has primary responsibility to improve the quality of patient care in UMHS facilities:

1. Implement, monitor and configure Focused Professional Practice Evaluation (FPPE)-New, New Privilege, Low Volume performance plans
2. Complete Ongoing Professional Practice Evaluation (OPPE) Process and Statit Attestation
3. Develop, Monitor and document service specific performance metrics and patient sat. scores
4. Manage practice concern (e.g. clinical, professionalism) reports to OCA: Patient Safety Reports, Patient Complaints, Compliance Hotline Complaints
5. Assess practice alerts by service-embedded team members, Safety event notifications and incidence of malpractice claims/NOI's
6. Develop FPPE-Practice Concerns plans
7. Conduct local peer review inquiry, as appropriate; Assess professionalism via 360 program
8. Oversee advanced practice professionals (e.g. Pas, NPs) practice

Reporting Relationship:

The Service Chief reports to the Office of Clinical Affairs and collaborates closely with the Department Chair and other appropriate department leadership.

Appointment Details:

Administrative (protected) time: .xx FTE

Annual Administrative Differential: \$x

Appointment Term: x years

Illustrative Faculty Leadership Roles Using This Title (*italics* below show ULT modification):

Service Chief – *Pediatric Anesthesiology*; Service Chief – *Pediatric Cardiology*

Program Director (Jobcode 162400)

Overall Responsibilities:

The Program Director develops, coordinates and conducts training programs, both on and off-campus; coordinates and conducts clinical, community service or research activities. The Program Director may be responsible for an entire mission area for a dept. or unit or for a significant portion of a mission area.

The Program Director develops and implements program objectives and long-range planning and assists in determining necessary financial, physical and human resources. Explore new areas of training and research. Plan and conduct seminars, lectures and symposia. Interview, train and assist with evaluation of support staff.

Reporting Relationship:

The Program Director reports to the Department Chair or to other appropriate department leadership.

Appointment Details:

Administrative (protected) time: .xx FTE

Annual Administrative Differential: \$x

Appointment Term: x years

Illustrative Faculty Leadership Roles Using This Title (*italics* below show ULT modification):

Program Director - *Residency Director*; Program Director - *Clinical Research*

Program Associate (Jobcode 162420)

Overall Responsibilities:

The Program Associate develops, coordinates and conducts training programs, both on and off-campus; coordinates and conducts clinical, community service or research activities. The Program Associate is likely to be assigned responsibility for a complete (sub)program as part of a broader mission area.

The Program Associate develops and implements program objectives and long-range planning and assists in determining necessary financial, physical and human resources. Explore new areas of training and research. Plan and conduct seminars, lectures and symposia. Likely interviews, trains and assists with evaluation of support staff.

This title may be used for a variety of lower-mid level leadership roles held by faculty.

Reporting Relationship:

The Program Associate to a Program Director or other appropriate leadership and collaborates with other appropriate department leadership.

Appointment Details:

Administrative (protected) time: .xx FTE

Annual Administrative Differential: \$x

Appointment Term: x years

Illustrative Faculty Leadership Roles Using This Title (*italics* below show ULT modification):

Program Associate - *Fellowship Director*; Program Associate - *Research*; Program Associate – *Education*;
Program Associate - *Medical Student Director*

Program Assistant (Jobcode 105705)

Overall Responsibilities:

The Program Assistant develops, coordinates and conducts focused training programs, both on and off-campus; coordinates and conducts specific clinical, community service or research activities. The Program Assistant is assigned responsibilities narrower in scope than that of Program Associate or Program Director.

The Program Assistant develops and implements program objectives and long-range planning and assists in determining necessary financial, physical and human resources. Explore new areas of training and research. Plan and conduct seminars, lectures and symposia. May interview, train and assist with evaluation of support staff.

This title may be used for a variety of entry level leadership roles held by faculty.

Reporting Relationship:

The Program Assistant normally reports to a Program Director or Program Associate and may collaborate with other appropriate department leadership.

Appointment Details:

Administrative (protected) time: .xx FTE

Annual Administrative Differential: \$x

Appointment Term: x years

Illustrative Faculty Leadership Roles Using This Title (*italics* below show ULT modification):

Program Assistant - *Rotation Education Lead*; Program Assistant - *Faculty/Physician Liaison*

Medical Director (Jobcode 103781)

Overall Responsibilities:

The Medical Director is responsible for management of a defined clinical operation (location/patient cohort/specialty/subspecialty/etc.). The Medical Director ensures high-quality patient care and provides administrative leadership and guidance in keeping with the goals of the department, UMHS and UMMG.

Faculty may hold two or more Medical Director series roles for different clinical operations.

Reporting Relationship:

The Medical Director reports to a Section Head, Associate Chair, Chair or Ambulatory Care Clinical Chief and/or Associate Chief Clinical Officer.

Appointment Details:

Administrative (protected) time: .xx FTE

Annual Administrative Differential: \$x

Appointment Term: x years

Illustrative Faculty Leadership Roles Using This Title (*italics* below show ULT modification):

Medical Director – *Blood Bank*; Medical Director – *Pain Medicine*; Medical Director - *Audiology*

Associate Medical Director (Jobcode 103782)

Overall Responsibilities:

The Associate Medical Director is responsible for management of a defined clinical operation such as a pod in a larger clinic location or a departmental clinical leadership role in a subspecialty or subset of a larger physical location. The Associate Medical Director ensures high-quality patient care and provides administrative leadership and guidance in keeping with the goals of the department, UMHS and UMMG.

Faculty may hold two or more Medical Director series roles for different clinical operations.

Reporting Relationship:

The Associate Medical Director likely reports to a Medical Director, Section Head, or Ambulatory Care Clinical Chief and/or Associate Chief Clinical Officer.

Appointment Details:

Administrative (protected) time: .xx FTE

Annual Administrative Differential: \$x

Appointment Term: x years

Illustrative Faculty Leadership Roles Using This Title (*italics* below show ULT modification):

Associate Medical Director – *Critical Care Transport*; Associate Medical Director – *Virtual Health*;

Associate Medical Director – *9C Adult Psychiatry*; Associate Medical Director - *Quality*

Assistant Medical Director (Jobcode 109352)

Overall Responsibilities:

The Assistant Medical Director is responsible for management of a focused subspecialty area in a clinic, hospital or department-based role and scope. The Assistant Medical Director ensures high-quality patient care and provides administrative leadership and guidance in keeping with the goals of the department, UMHS and UMMG.

Faculty may hold two or more Medical Director series roles for different clinical operations.

Reporting Relationship:

The Assistant Medical Director likely reports to a higher level director or other clinical department leader.

Appointment Details:

Administrative (protected) time: .xx FTE

Annual Administrative Differential: \$x

Appointment Term: x years

Illustrative Faculty Leadership Roles Using This Title (*italics* below show ULT modification):

Assistant Medical Director – *Mitral Valve Clinical*; Assistant Medical Director – *Peds Survival Flight*