

## POSITION AND CANDIDATE SPECIFICATION



## CHAIR, DEPARTMENT OF PUBLIC HEALTH

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## **POSITION SPECIFICATION**

### **Client Company**

#### **East Carolina University**

With more than 27,500 students, 5,800 faculty and 155,000 living alumni, East Carolina University (ECU) is committed to being a national model for student success, public service, and regional transformation by:

- Using innovative learning strategies and delivery methods to maximize access;
- Preparing students with the knowledge, skills, and values to succeed in a global, multicultural society;
- Developing tomorrow's leaders to serve and inspire positive change;
- Discovering new knowledge and innovations to support a thriving future for eastern North Carolina and beyond;
- Transforming health care, promotes wellness, and reduces health disparities; and
- Improving the quality of life through cultural enrichment, academics, the arts, and athletics.

ECU is located on a main campus of more than 400 acres in a residential area of Greenville with more than 4.8 million square feet of academic, research, and residential space in 158 buildings. The Health Sciences Campus comprises 190 acres with close to 1.6 million square feet of academic and research space. The West Research Campus is 850 acres and home to several research and graduate programs.

East Carolina University is comprised of the following colleges and schools:

- College of Allied Health Sciences
- Thomas Harriot College of Arts and Sciences
- College of Business
- School of Dental Medicine
- College of Education
- College of Engineering and Technology
- College of Fine Arts and Communication
  - School of Art and Design
  - School of Music
  - School of Theatre and Dance
  - School of Communication
- The Graduate School
- College of Health and Human Performance
- The Honors College (*Does not award degrees*)
- The Brody School of Medicine
- College of Nursing

Graduate programs are offered in the Thomas Harriot College of Arts and Sciences; the Brody School of Medicine; and the colleges of Allied Health Sciences, Business, Education, Engineering and Technology, Fine Arts and Communication, Health and Human Performance, and Nursing. East Carolina University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelors, masters, and doctoral degrees. All ECU teacher-education programs are accredited by the National Council for the Accreditation of Teacher Education (NCATE) and the North Carolina Department of Public Instruction.

ECU is committed to diversity. Ethnic minorities make up 26 percent of the undergraduate students, 18 percent of the graduate students, 31 percent of the medical students and 26 percent of the dental students.

ECUs' grew external research dollars an average of 17% between 2011-2014, hitting a record of 38.3 million. The National Science Foundation indicates that this compares very favorably to peer schools with an average growth rate of 3%.

ECU's substantial library facilities include 1.4 million print volumes; over 400,000 electronic books; 11,000 DVDs and videos; 28,000 CDs and recordings; over 60,000 online and print journals and serials; over 400 databases; 2.5 million pieces of microform; 30,000 maps; and several special collections, manuscripts, and rare books. The William E. Laupus Health Sciences Library houses over 300,000 titles, and approximately 8,300 print and electronic health sciences related journal titles

ECU is an NCAA Division I-A member in all sports and the Department of Athletics cares as much about athletes attending classes as attending practices. The department backs this commitment with extensive academic support services to ensure the success of every student-athlete.

### **The Brody School of Medicine**

The Brody School of Medicine (BSOM) at East Carolina University is the fourth-oldest medical school in North Carolina. Located in Greenville, BSOM was first appropriated funds from the state's General Assembly in 1974 and the first class of 28 students enrolled in 1977. The school's primary mission is "to increase the supply of primary care physicians to serve the state, to enhance the access of minority and disadvantaged students in obtaining a medical education, and to improve health status of citizens in eastern North Carolina".

Under the leadership of Dean Paul R. G. Cunningham, BSOM grants the M.D. and Doctor of Philosophy (Ph.D.) degrees, as well as a Master of Public Health (MPH) and Master of Biomedical Science degree. The school has a student body of about 470 students and 450 faculty members and researchers. BSOM organizes research through over a dozen research centers and institutes, receiving around \$30 million in externally funded grants and contracts yearly. U.S. News & World Report ranks BSOM as a "top medical school" in primary care, rural medicine and family medicine.

In its partnership with Vidant Health and regional physicians, the school is the educational centerpiece of one of North Carolina's largest and most productive academic medical centers.

### Education

The MPH Program is nationally accredited by the Council on Education for Public Health. Founded in 2003, the MPH program has grown from 13 to almost 100 students, becoming a Department of Public Health in 2009.

BSOM admits 80 students to each medical school class, all of whom are North Carolina residents. The selection process emphasizes qualities that will serve a prospective physician well in primary care: love of learning, commitment to service, and concern for people. The relatively small class size, diverse curriculum and dedicated faculty contribute to a learning experience intended to produce physicians who are both competent and caring.

The school offers nine residency programs for the specialized training of graduate physicians, including Family Medicine, Emergency Medicine, Internal Medicine, Obstetrics and Gynecology, Pediatrics, Pathology and Laboratory Medicine, Psychiatric Medicine, Surgery, and Physical Medicine and Rehabilitation. Combined programs include Internal Medicine and Pediatrics, and Internal Medicine and Psychiatry. The hallmark of these programs is their emphasis on close, collegial relationships among faculty and residents in a challenging and diverse clinical environment.

BSOM in close cooperation with the Eastern Area Health Education Center serves as a continuing education lifeline for thousands of practicing physicians and other health professionals in eastern North Carolina.

### Research

The tireless pursuit of new medical knowledge allows the faculty to provide the most advanced medical care to patients and to transmit this knowledge to students, the physicians and biomedical scientists of tomorrow. BSOM faculty and fellows have exceptional strengths in many vital areas of basic and clinical research. In keeping with the school's mission of service, many research programs focus on issues of special significance to eastern North Carolina.

Major multidisciplinary efforts are under way in diabetes, cancer therapy, cardiovascular disease, alcohol and drug abuse, obesity, transplant immunology and biotechnology. The development of knowledge extends beyond traditional laboratory and clinical studies to the search for innovative ways to meet the health needs of rural populations.

Many exceptional staff and technological resources support biomedical research. Expertise in such areas as biostatistics, informatics, epidemiology, computer programming and telecommunications is readily available. The superbly staffed and equipped William E. Laupus Health Sciences Library supports inquiry and scholarship. Investigators may also use the services of a Clinical Trials Office, which coordinates and supports clinical studies.

### Clinical Services

ECU Physicians, the multispecialty group practice of BSOM is a source of excellent medical care for the citizens of eastern North Carolina and provides care in a variety of settings: through medical school outpatient programs, through inpatient services at Vidant Medical Center (formerly Pitt County Memorial Hospital), the school's affiliated 900-bed teaching hospital, and through outreach service to communities in the school's 29-county catchment area.

Cancer, diabetes and heart disease have a profound impact on the people of eastern North Carolina. Their prevalence has prompted the development of multidisciplinary "Centers of Excellence" to coordinate care and research and to maximize the comfort and convenience of patients with these diseases. These include the Leo W. Jenkins Cancer Center, the Diabetes and Obesity Center, and the East Carolina Heart Institute.

The school is also a national leader in the development and application of telemedicine, including the NCSTeP program, which links patients in emergency departments across the state with behavioral health professionals skilled at rapid assessment and triage of mental health patients.

### Department of Public Health

The Department of Public Health (DPH) is one of 19 departments within the Brody School of Medicine. It is closely aligned with East Carolina University's Department of Health Education and Promotion in fulfilling the overall public health training mission. DPH has responsibility for the MPH program, extramural public health research, the relationship with local and state health departments and multiple community partners. The faculty consist of 11 members and 8 joint and adjunct faculty members, who pride themselves on their dedication to the department's mission.

### **The MPH Program**

The mission of the MPH program is to educate, conduct research, provide service and advocate for improved community health emphasizing rural and disadvantaged regions.

The MPH program attains its mission by reaching the following goals:

1. Provide an educational program for current and future public health professionals responsive to meeting needs in a changing environment, including skills to work in rural and disadvantaged communities.
2. Educate individuals to apply a collaborative approach of evidence-based prevention to address public health issues and manage programs in various settings.
3. Increase the quality and quantity of funded public health-related research, including translational research projects that address established regional priorities.
4. Advance the health of communities, particularly in eastern North Carolina, through community engagement, leadership, advocacy and collaborative efforts with public health agencies and other entities.

There are currently three (3) concentrations in the MPH program: Epidemiology, Health Administration and Health Behavior. In addition, currently two doctoral programs are being developed: a D.Ph. in Health Policy & Administration and a D.Ph. Environmental & Occupational Health.

## **Position Summary**

The Brody School of Medicine at East Carolina University is seeking a Department Chair of Public Health to ensure the continued excellence of the clinical, educational and academic programs within the department. Reporting to the Dean, BSOM, the Chair of Public Health is responsible for all planning, policy, operations, and oversight of academic and research programs of the department. The Chair has financial authority over the state appropriated budget assigned to the department, extramural research funding received, any philanthropic funding, and other financial matters for the department in accordance with applicable East Carolina University (ECU) and Brody School of Medicine policies and practices. The Chair typically holds a tenured academic appointment with senior rank and overall responsibility for operations and strategy in the Department of Public Health.

This vital position requires a dynamic, passionate and experienced academic healthcare leader with a proven record of collaborative leadership, commitment to providing service to a diverse and underserved community, program development, educational excellence, scholarship, mentorship and community engagement.

## Key Relationships

Reports to:	Paul R. G. Cunningham, MD Dean, Brody School of Medicine
Direct reports:	Faculty Staff Students
Other key relationships:	Other department chairs Medical School leadership State, regional and local community health services and programs Professional societies Community leaders

## Major Responsibilities

- Academic programs and curriculum
  - Provides leadership and direction for the department's formal academic program and curricular design;
  - Assures compliance with curricular policy and accreditation standards for the department's education program;
  - Serves as a source of information regarding national trends in public health education relevant to the department's discipline(s) and initiates projects designed to improve the educational program and disseminates information to faculty, medical school administration and other stakeholders;
  - Provides leadership and direction for the department maintaining a curriculum consistent with evolving trends in public health and;

- Evaluates each faculty member annually on their teaching effectiveness and contribution toward the programs of the department.
- Faculty and staff support
  - Leads efforts to recruit and retain highly qualified faculty and staff into the department to support the department's and School's efforts to meet their missions;
  - Assigns responsibilities and resources within the department to support the growth and welfare of faculty and staff individually and collectively;
  - Mentors faculty (both junior and senior faculty) and staff directly or through a structured system that provides appropriate support for professional growth;
  - Assures that faculty members receive guidance and support in a productive manner that optimizes their individual potential for success;
  - Assures every employee of the department is evaluated annually in a fair, objective, accurate and constructive manner according to applicable ECU and BSOM policies and practices;
  - Develops appropriate ways to recognize accomplishments of faculty, staff and students.
- Research programs
  - Facilitates the environment promoting scientific investigative work by faculty and staff of the department, to assure high quality conduct, adherence to internal and external regulatory requirements, and production of high quality publications that advance scientific knowledge;
  - Assigns resources within the department on the basis of objective assessment of need; and
  - Monitors the flow of intramural and extramural funds expended for research in the department, including indirect cost recovery funds and the use of the Basic Science Faculty Compensation Plan.
- ECU, BSOM and departmental administration
  - Represents the department at meetings of ECU (graduate school), Brody Council, department chairs, and other meetings as appropriate;
  - Leads budget planning for the department for all sources of funding applicable to the department, and assures that staffing and funding are appropriate for mission requirement;
  - Leads departmental planning initiatives and participates in continuing efforts to link/integrate the department initiatives with both the School's and the University's "Strategic Plans";
  - Ensures department compliance with BSOM and ECU's policies and procedures and oversees the management of department operations;
  - Leads departmental philanthropic funding efforts;
  - Shares responsibility with all other department chairs to maintain the stability and security of the medical school and its programs;
  - Attends meetings and represents the School at internal and external meetings at the request of the Dean; and



- Fulfills or responds to requested assignments by the Dean essential for the School, whenever possible.

*More detail on the roles and responsibilities of a department chair are codified in the BSOM Governance Code.*

## **CANDIDATE SPECIFICATION: KEY SELECTION CRITERIA**

### **Ideal Experience**

#### Minimal Qualifications:

- Previous leadership experience in a public health setting;
- Doctoral degree with over 10 years of public health leadership, preferably in an academic environment. A public health degree (Dr.PH, PhD, MPH) is considered an advantage.

#### Additional Qualifications:

- Consistently demonstrates highest levels of integrity and professionalism in all interactions
- Serves as an exemplary role model for faculty and staff
- Demonstrates experience in mentoring junior and tenured faculty
- Visionary leader with skills and experience to guide the growth of the department, collaborative and accessible leadership style, constructive problem solving ability as well as conflict resolution skillset
- Recognized by peers as a scholar at the regional, state and/or national level exhibited by strong history of grant funding and publications
- Skilled administrator with the ability to manage staff and budgets, work effectively with students, faculty and university administrators within an academic setting
- Shows sensitivity to the balance between when it is important to advocate for the needs of the department and when it is important to place the needs of the medical school or another department at a higher priority than the department's needs
- Feels comfortable providing leadership in a time when change is the norm, whether predictable or not
- Demonstrates success over a sustained time in their personal teaching, research and professional service careers
- Demonstrates experience in supervising the work of others in academic medical settings
- Demonstrates experience working directly with senior medical school administration, hospital administration and other organizational executives
- Demonstrates ongoing commitment to personal growth and expansion of professional skills
- Demonstrates experience in building effective teams to identify and resolve problems
- Outstanding interpersonal skills with excellent verbal and written communication skills and a record of building consensus in an academic setting
- Demonstrates ability to respond quickly to requests with accuracy, reliability and flexibility; this will frequently include assembling the right team of people to match the request that is presented

### **Critical Competencies for Success**

*Leadership:* The successful candidate must possess the requisite public health leadership skills to continue the advancement of a critically important department. He/she will demonstrate this through:

- A strong and impassioned vision for building excellence in all areas of Public Health;
- Strong communication skills and the ability to think and act strategically;
- A commitment to educating the next generation of public health providers;
- A track record of successful recruitment and mentoring of diverse faculty; and
- An understanding and appreciation for the opportunities and resources presented by the 29 county eastern North Carolina service area and for the current trends in the field of rural public health and their implications for a successful academic department.

*Relationship Skills:* The successful candidate must be able to build strong relationships with others in an environment, which includes the medical school, the university, community agencies and the local, regional and state health departments. The Department of Public Health must continue to be seen as a partner and a leader within the overall institution and region. He/she will demonstrate this through:

- Developing productive horizontal and vertical relationships across leadership and stakeholders within the hospital, healthcare system and the medical school;
- Actively building relationships with community and referring public health providers;
- An orientation towards collaboration; and
- A reputation as a consummate professional who looks for creative ways to break down barriers, and an ability to see the bigger picture of issues as opposed to taking sides.

*Organizational Capacity Building:* The successful candidate will possess a record of success in growth and program development and in overseeing his/her operation in a fiscally prudent manner. He/she will have done this through:

- Developing a strategy for advancing programs that capitalizes on the strength of the institution and its medical staff;
- Enhancing faculty productivity by improving efficiencies, developing new educational paradigms and continuing to serve the public health needs of eastern North Carolina;
- An appreciation of and ability to balance the fiscal pressures facing academic departments of public health, recognizing the long term trends in healthcare delivery that are occurring at a policy level throughout the healthcare environment; and
- Experience in philanthropic pursuits to support programmatic development, and a record of running an operationally strong and financially solid program.

### **Other Personal Characteristics**

- The highest integrity and personal ethics
- Objectivity and fairness
- A deep and passionate commitment to service within the community
- Outstanding oral and written communication skills
- High energy, coupled with a strong work ethic and a desire to have a meaningful impact

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT:**

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