Family Medicine Interim Chair Role

ADFM Breakfast Discussion Group

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I. Demographics
   a. Reasons for vacancy: illness, retirement, elective departure (why), pink slip (why), new
      department or organizational chart
   b. Interim Leadership prevalence: 10 – 12 %
   c. Annual rate of new permanent chairs: 8%
   d. Survival Curve for Chairs (median tenure): 8 years

II. If Considering an Interim Chair Role
    a. Define
       i. Duration
       ii. Evaluation steps; next steps for you and the department
       iii. Reporting arrangements
       iv. Active agenda
    b. Negotiate (from strength)
       i. Back fill of responsibilities
       ii. Salary (AAMC resources), rank, benefits
       iii. Clinical role (reduce?)
       iv. Organization-wide roles and responsibilities
       v. New resources (needs, timely development issues)
    c. Training (don’t be shy) – you did not learn this in med school
       i. Business/Budgets
       ii. Evaluation and feedback
       iii. Recruitment
       iv. Find an ally in your organization and also an ADFM mentor
       v. Reappointment and promotion
       vi. Negotiation
       vii. HR Policies
    d. This is an excellent opportunity for under-represented physician academicians to enter
       leadership roles

III. If Currently an Interim Chair
    a. Don’t be a caretaker; Lead on – it’s more fun
    b. Make yourself invaluable
    c. Be sure to delegate
    d. Early on – do a strength assessment and plan around it
e. Early on – do a weakness assessment and plan around it
f. Err on the side of transparency and communication
g. Don’t neglect your own professional development
h. Your biggest challenge may be/will be your own faculty
i. Be sure to acknowledge change in relationships

IV. Recruitment Phase for new permanent chair
   a. If you are an active candidate:
      i. Don’t be offended – the process has to happen
      ii. Assess your strengths; detailed day to day knowledge, budgetary responsibility, relationships, successes, experience, tenure, and others
      iii. Be aware – you may be considered as a current chair (which you are not), and on your performance including your warts. You may need to actively identify your successes, and constraints placed by your interim role (it’s normal for people to forget these)
      iv. Stay on the high road; let your actions, achievements, and responsibilities speak for you
   b. If you do not want the job:
      i. Develop internal leadership and succession – a good idea anyway
      ii. Join the recruitment committee