

POSITION DESCRIPTION

For the period July 1, 2021 through June 30, 2022

NAME: Jerry Kruse, MD, MSPH

ADMINISTRATIVE UNIT: Office of the Dean and Provost
SIU Physicians & Surgeons, Inc. (P&S)

TITLE: Dean and Provost, SIU School of Medicine (SOM)
Chief Executive Officer (CEO)

DEPARTMENT: Department of Family and Community Medicine
Department of Medical Education

RANK: Professor

GENERAL DUTIES

Lead the School of Medicine (SOM) in its mission “to optimize the health of the people of central and southern Illinois through education, patient care, research and service to the community.”

The Dean and Provost is the chief executive officer and the chief academic officer of the School of Medicine. The incumbent is responsible for oversight of the programs in undergraduate, graduate, and continuing medical education; in biomedical research and in clinical and professional service; in assurance that institutional resources for the support of academic programs are used efficiently and effectively; in seeking new resources and funds for education, research, and service; in the formulation of policy in concert with University administration and School of Medicine constituencies; in the provision of leadership for faculty, staff and students to create a positive academic environment; and in the articulation of the needs of the SOM to the University, the community, and affiliated institutions.

The chairs of the basic science departments, the clinical departments, and the directors of center and institutes report to this position. The Dean and Provost is assisted in carrying out medical administration by associate deans, associate provosts, and directors who have functional responsibility in major administrative areas.

As CEO of SIU HealthCare, the incumbent is responsible for the leadership and oversight of the clinical programs and the operations of the group practice. SIU HC is a University Related Organization of Southern Illinois University, established for the purpose of providing a clinical practice for the education of medical students and residents. The incumbent will identify, coordinate, align and promote the strategic direction of both organizations. In particular, the incumbent will oversee relationships with affiliated hospitals and other clinical partners.

The dean and provost reports directly to the chancellor of SIU Carbondale (“chancellor”) for executive and academic functions, and has an indirect line of accountability to the president of the SIU System for governmental relations and regional issues. The direct reporting line for this specific CEO role is to the SIU Physicians & Surgeons Board of Directors, with an indirect line of accountability to the SIU System Board of Trustees

DUTIES AND RESPONSIBILITIES

- I. ADMINISTRATION (70%)
 - a. The dean and provost, and CEO, is empowered to execute all documents and exercise all powers necessary to discharge the duties of the office, which include:
 - i. Planning for programmatic, financial, and capital needs of the School and clinical operation, consistent with program priorities in education, research, and patient care;
 - ii. Formulation of a mission, vision and values statement and a strategic plan for the SOM;
 - iii. Developing strategic initiatives for the SOM which advance the mission, strategies and policies of the SIU System;
 - iv. In collaboration and partnership with leaders across the SIU System, developing relationships and programs of mutual interest that benefit all campuses of the system;
 - v. Taking primary responsibility for external relation activities for partner hospitals and health systems;
 - vi. At the discretion of the president and chancellor, representing the SOM in its relationship with external agencies in local, state and federal government;
 - vii. Providing an environment conducive to maintaining high standards of clinical practice and responsible scientific inquiry;
 - viii. Implementation of approved policies, guidelines, and regulations governing the management of academic, business, human resources, student affairs, and affairs of resident physicians and fellows, with delegation for execution to heads and administrative professionals of appropriate functional areas;
 - ix. Providing oversight and coordination for all clinical operations, to include representing the SOM and SIU HC with leaders of affiliated hospitals and external partners and the management and maintenance of effective clinical quality, patient safety, compliance and risk management programs;
 - x. Maintaining compliance with all relevant state and federal regulations and all appropriate regulatory and accrediting agencies;
 - xi. Developing strategies, policies and procedures which address issues of equity, diversity and inclusion, and which oppose and ameliorate issues of systemic bias and racism;
 - xii. Supporting curricular development and modifications that will strengthen the learning experience for students and residents and reward faculty for commitment and excellence in educational development activities;
 - xiii. Identifying strong academic leadership for basic science and clinical departments;

- xiv. Providing leadership for effective recruitment and retention of outstanding faculty and staff; and
 - xv. Serving as, or appointing a designee, as an Affirmative Action Officer for the SOM and assuring that the School complies with all affirmative action policies.
- b. DIRECT FUNDRAISING AND ALUMNI RELATIONS
- i. Coordination of planning with the Executive Director of Development;
 - ii. Participation and speaking at fundraising events with alumni and potential donors;
 - iii. Direct contacts with selected donors;
 - iv. Become the public presence of the SOM and SIU P&S via print and live media.
- II. TEACHING (5%)
- a. Foster instruction of medical, graduate, and resident students by faculty members within the SOM.
 - b. Participate in educational activities for medical and/or graduate students and/or medical residents as appropriate to specialization.
- III. RESEARCH (5%)
- a. Foster research and scholarly activity by faculty members, residents and students within the SOM.
 - b. Participate in scholarly activities commensurate with professional training and area of specialization.
- IV. SERVICE (20%)
- a. Foster delivery of high quality clinical service by faculty members, residents and students.
 - b. Serve on boards, committees and task forces of national, state, and community organizations and associations working on issues relating to health care policy and medical education.
 - c. Serve on Board of Directors of SIU P&S.
 - d. Demonstrate, by actions, commitment to the mission and the behavioral standards of the SOM. Provide excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

Incumbent

Date

Chancellor

Date

Chair, SIU HealthCare Board

Date