



EMORY
UNIVERSITY

Vice Chair of Faculty Development

The Opportunity

Children's Healthcare of Atlanta (Children's) and Emory University School of Medicine, Department of Pediatrics (Emory) is seeking an innovative and strategic leader to serve as the Vice Chair for Faculty Development.

This senior leadership role oversees and advances development initiatives for all faculty, including clinicians, researchers, and educators, supporting continuous growth, career satisfaction, engagement, and excellence in our tripartite mission of patient care, education, and research/discovery. The Associate Vice Chair of Faculty Development will report directly to the Vice Chair and, together, they will collaboratively foster a culture of career growth, support faculty in their career development and professionalism as well as engage in creative program development. This leader will inspire and extend the Department of Pediatrics Chair/Pediatrician in Chief vision across and Emory and Children's Healthcare of Atlanta ensuring alignment with organizational goals and promoting a culture of collaboration, belonging, and continuous improvement to support a thriving career. Working under the guidance of the Department of Pediatrics Chair/Pediatrician in Chief and Department Executive Administrator, the Vice Chair for Faculty Development will focus on growing programs to help promote the career development of faculty across the tripartite mission and across different stages of physician careers (early, mid, late). This candidate will also oversee the career pathway planning initiative (C3PO) supporting faculty pipeline development and faculty academic careers. C3PO is a program that assists in the mentorship coordination, research training and engagement, and centralized data capture on activities to inform programmatic early career decision making, with structured mentoring. In addition, the position will oversee and manage the organization of departmental committees, as relevant, to support faculty development and engagement, as well as working with division level faculty development initiatives. This leader will work closely with division chiefs and other leaders to proactively identify potential national awards/committees/leadership roles to nominate our talented physicians, as we strive to create national impact to advance children's health and healthcare.

The candidate will oversee the annual Emory School of Medicine Career Conference Performance Report (CCPR) process, implementing guidance and adhering to deadlines from the School of Medicine, and partnering with Children's Healthcare of Atlanta in

incorporating feedback from the Children's Physician Group annual evaluation process of physicians and clinical psychologists. The Vice Chair of Faculty Development will work with both Emory and Children's Healthcare of Atlanta to best align meaningful evaluation processes, while training division leaders to do the same. Lastly, the Vice Chair of Faculty Development will directly oversee the compilation and composition of the Emory Annual Report, ensuring accuracy and comprehensiveness.

The ideal candidate will have a strong background in academic pediatrics, with a proven track record of leadership in faculty development and administration. Exceptional interpersonal and communication skills are essential, as this individual will serve as a liaison between faculty, department leadership, medical school administration, and clinical administration as appropriate, advocating for faculty needs and addressing behavior when appropriate by working with Human Resources offices at the department level, School of Medicine at Emory, Children's or all as needed, and facilitating confidential investigations and conflict resolution, when necessary.

Reporting Relationships

Reports To:

- Chair, Department of Pediatrics & Pediatrician-in-Chief, Children's Healthcare of Atlanta

Direct Reports:

- Associate Vice Chair of Faculty Development
- C3PO Program Coordinator
- Senior Program Coordinator

Key Relationships:

- Executive Administrator and Vice Chair for Administration (Emory)
- Division Chiefs
- Emory Chairs of Departments that have Pediatric Institute employees
- Emory School of Medicine Office of Faculty Academic Affairs and Professional Development
- Vice for Education/Chief Teaching Officer
- Chief Research Officer/Executive Vice Chair for Research
- Children's Healthcare of Atlanta Human Resources

Expectations of Leadership

- Develop and articulate a clear vision for faculty development, across all stages of development (early, mid, late).
- Inspire and motivate faculty through effective program development.
- Foster a collaborative and inclusive environment across Emory and Children's.
- Advocate for faculty, promote achievements, and support professional growth.

- Lead change initiatives and encourage innovation.
- Demonstrate integrity, accountability, and strong resource management.

Principal Duties & Responsibilities

Faculty Development

- Develop and lead faculty development initiatives including CV preparation, mentoring, onboarding, workshops, and the Annual Awards Ceremony.
- Working with both Emory and Children’s Healthcare of Atlanta, identify potential gaps in career development and collaboratively work to develop new initiatives.
- Create and lead the Faculty Development Committee and overseeing:
 - Faculty pipeline development through UME, GME, CME, and PhD research pathways
 - New faculty onboarding
 - Mentoring
 - Website content
 - Awards and recognitions
 - Educator and researcher faculty development
- Facilitate workshops and connect faculty to School of Medicine development programs.
- Oversee the Department Awards and Recognitions program, including the nomination process for awards external to the department on a university and national level.
- Track trends and needs to evolve faculty development programs through data.
- Partner with physician and research leaders, the vice chairs for the Department, and Children’s leadership to provide input as needed for educational events/journal clubs/ etc.
- Oversee the career pathway planning infrastructure (C3PO) supporting pipeline development and faculty academic careers through coordination of mentorship and research training and engagement. Collect and assess centralized data on success of all identified activities.
- Stay current with national trends and Emory faculty-related policies and procedures, acting as a liaison between the Department of Pediatrics and the School of Medicine.
- Identify internal and external awards to celebrate physician contributions and accomplishments.
- Lead and facilitate workshops and seminars on professional development and connect faculty to the School of Medicine programs and Children’s Healthcare of Atlanta focused on career development.

Behavior, Investigations, and Discipline

- Advise the Chair on faculty complaints and behavioral issues ensuring a supportive and fair process that follows the School of Medicine and Children’s Healthcare of Atlanta (as relevant) guidance.

- Working in partnership with the School of Medicine Dean's office and Children's Human Resources where appropriate, conduct discreet investigations where appropriate into faculty misconduct allegations and propose resolution strategies to the Chair.
- Engage with faculty members as required, acting as a negotiator or mediator to resolve conflicts effectively.

Administrative Duties

- Directly oversee the compilation and composition of the Emory Annual Report, ensuring accuracy and comprehensiveness.
- Oversee the processes for faculty Career Conference and Performance Review (CCPR)
- Maintain accurate records of faculty development activities, including attendance, feedback, and outcomes.
- Present clear, development outcomes data and adjustments to career development programs as needed.

Advice and Support to Chair of Pediatrics and Pediatrician in Chief

- Serve on the Chair/Pediatrician-in-Chief's Cabinet as Vice Chair of Faculty Development
- Participate in strategic manpower and recruitment planning, assisting division chiefs and program leaders where appropriate.
- Contribute to strategic planning, governance, and decision-making processes within the Department. Annually review departmental achievements in faculty development with the Chair.
- Maintain regular communication with the Department Chair to discuss faculty development concerns and program goals.
- Advise on faculty performance and behavior concerns and approaches for addressing them.
- Undertake additional responsibilities as assigned by the Chair and Pediatrician in Chief to support the department.
- Uphold the highest standards of confidentiality.

Leadership Responsibilities

- Foster recruitment, retention, and development of faculty.
- Conduct annual review of direct reports
- Be the leader voice in appropriate meetings when it pertains to matters of faculty development
- Support departmental infrastructure for faculty career development success.

Candidate Qualifications

- Doctor of Medicine (MD or DO) or equivalent medical degree from an accredited institution.
- Board Certification in Pediatrics or a Pediatric Subspecialty.
- Eligible for medical licensure in the state of Georgia.
- Meet eligibility requirements for credentialing as part of Children's professional staff.
- An advanced degree in Medical Education, Business, Health Administration, Public Health and/or PhD is preferred but not required.
- Eligible for an appointment as an Associate Professor or Professor at the Emory University School of Medicine

Experience and Skills

- Seven (7) or more years of extensive experience in faculty/physician professional development.
- Proven track record of leadership in an academic setting, preferably within a medical or pediatric department. Experience in managing or leading faculty development programs and initiative
- Demonstrated success in faculty development, conflict resolution, mentorship, and fostering academic excellence.
- The ideal candidate will leverage a strong background in academic research to be able to advance scholarly productivity, support career progression, and create opportunities for growth.
- Extensive experience in designing and implementing faculty development strategies, including mentoring, professional development, and career advancement programs.
- Ability to lead and manage change initiatives, fostering an environment that embraces innovation and adaptability.
- National recognition for contributions to academic and/or clinical professional development, with leadership roles in professional organizations or scholarly publications.
- An experienced academic and operational leader with vision, enthusiasm, and executive presence.
- Experience building and maintaining partnerships between academic and clinical stakeholders.

Personal Characteristics

- A strategic leader who can establish an inspiring vision, who is committed to growing and developing faculty to help achieve recognition and prestige through the success of their work.
- Passion for patient care, excellence, and service

- An exceptional communicator who possesses high energy, enthusiasm, and a professional demeanor. Clearly conveys information and ideas through a variety of media to individuals or groups.
- A confident leader with business skills who knows how to achieve challenging performance goals in complex, evolving environments, including balancing their own strengths and weaknesses.
- A mentor with strong skills to nurture the development of faculty.
- An individual who is comfortable utilizing data to make decisions or tell a story to improve faculty development operations and strategy.
- An approachable and enthusiastic leader who is accessible and visible.
- An effective decision-maker who identifies and understands issues, problems, and opportunities; compares data from different sources to draw conclusions; uses proven approaches for choosing a course of action or developing appropriate solutions; takes action that is consistent with available facts, constraints, and probable consequences.
- Maintains advanced knowledge of medicine, healthcare, professional development and the functions over which this position provides senior-level leadership.
- A creative and innovative thinker who advances professional development and knows how to implement ideas with excellence.

Key Leadership Competencies

- History of successful team development empowering high performance through visionary leadership, delegation, and operational excellence.
- Demonstrates poise and self-control, establishes credibility, and instills a sense of trust and confidence in others.
- A mentor and leader who motivates others toward team orientation, open communication, and trust, drives accountability while supporting faculty and physicians.
- A role model of personal and professional integrity.
- Demonstrates aptitude for resolving conflict and problem solving.
- A strong diplomatic communicator who is able to inspire and effectively communicate with wide and diverse audiences at all levels of the organization and externally, with discretion and confidentiality.

To Apply

Submit your application using the link [Emory Careers | Vice Chair of Faculty Development in Atlanta, Georgia | Careers at Emory Campus-Clifton Corridor](#)

AND

Email your name, affiliation, letter of interest, and CV to Kristy Murray (Kristy.murray@emory.edu) and to Rebecca Greenberg (Rebecca.greenberg@choa.org)