Position Description for Vice Chair of Psychiatry Education & Training

The UC San Diego Department of Psychiatry (psychiatry.ucsd.edu) is committed to educating the next generation of scientists and clinicians and offers unique research and clinical training in diverse methods and applications. Our Department is home to between 25-30 formal training programs, and ~350 trainees, organized within the Psychiatry Education and Training (PET) Council. Our programs serve different disciplines, including psychiatry, psychology, and other allied mental health professions, as well as different levels of training, from predoctoral medical and graduate students to postdoctoral residents and research fellows. The various programs range from general to highly specialized and cover the developmental lifespan from childhood to late life. Several of our programs are supported by the NIH via R25 and T32 awards, and by the Veterans Administration via support from the Office of Academic Affiliations. The Chair of the PET Council is a Vice Chair, highlighting the prominence and priority of teaching in our Department.

The UC San Diego Department of Psychiatry invites applications for Vice Chair of Education and Training. Candidates should be full-time faculty with their primary appointment in the Department of Psychiatry at the senior Associate or Full Professor rank and have a demonstrated commitment to education and training. Preference will be given to outstanding academicians with experience in teaching. This is a three-year position and successful candidates are welcome to re-apply after that term.

The candidate will lead the Department’s training efforts to develop, initiate and sustain educational and training-related curriculum and experiences for our training programs and trainees, facilitate communication between our training programs, and identify and meet training needs. Below are examples of current activities for which the Vice Chair of Education and Training is responsible:

- Coordinate, oversee, and lead/ co-lead meetings, training sessions, and events including:
  - Monthly Grand Rounds and Trainee Grand Rounds Speaker sessions
  - Annual Lewis L. Judd Research Symposium
  - Annual Department Graduation event
  - Monthly “Professional Development Series”
  - Monthly Trainee Social Hour series
  - Monthly PET Council
  - Monthly Trainee Council
  - Statistics/ Experimental Design courses
  - K-Award and grant application workshops
  - Annual Meet & Greet event
  - Trainee Award Committees
  - Department social / recruitment events at national scientific meetings
  - Annual “Trainee Recruitment Fair”

- Manage/oversee:
  - PET budget (~$280K/year)
  - PET-related communications (e.g., website, monthly email blasts)
  - Administrative needs/support for training programs
  - Reviews for ACGME fellowships
  - Philanthropic efforts for education
  - Oversee all visiting scholar and visiting fellow applications
  - Oversee Voluntary Clinical Faculty membership and application process
  - Oversee recruitment of senior trainees to open faculty positions (Department Trainee-centered Recruitment Work Group)

- Advise/attend:
  - Attend Research Council, Clinical Council, Chair’s Cabinet
  - Advisor for Department’s T32 programs
- Assist with training program site visits accreditations
- Address training related disputes or complaints
- Member, K-R Internal Junior Faculty Appointment Committee
- Member of equity, diversity, and inclusivity efforts that impact training in the department

This position is estimated to involve about 20% effort and the candidate will work closely with the Associate Vice Chair of Education and Training (about 10% effort) and Psychiatry Education and Training Coordinator (100% effort) to meet these needs. Departmental salary support will be provided commensurate with about 20% X + X’.

To apply, please email to Liz Lam ellam@ucsd.edu by March 1, 2021 the following:

- Curriculum vitae
- Cover letter (2 page maximum) including your vision for education and training in the Department of Psychiatry for the next 3 years
- Contributions to Diversity statement (one page maximum) see: https://facultydiversity.ucsd.edu/recruitment/contributions-to-diversity.html