

Executive Summary

Willa T. Jones, M.D.
125 S. Broad Street
Downtown, TN 57482
Home: (721) 557-9938/ Office:(721) 543-9732
Email: wtjones@aol.com

Objective

Senior administrative position in emergency medicine that provides the opportunity to further excellence in education, service, research and policy.

Qualifications

Proven administrative leader recognized for vision, energy and integrity. Demonstrated commitment to department development. Deep understanding how to integrate state of the art intervention with compassionate care. Leadership experience and management skills include:

- working collaboratively with diverse constituencies
- mentoring students, residents and staff
- attracting external funding for programs
- fostering a team environment

Accomplishments

Leadership Ability:

- Led the strategic and budget planning process as division chief and recommended allocation of resources in alignment with goals and fiscal realities

Administrative Experience:

- Launched and expanded cooperative programs of high quality with several community hospitals
- Assessed and enhanced effectiveness of interdepartmental programs to promote academic excellence, residency success and research development

Teaching and Scholarship

- Author of 95 articles in referred journals and invited presenter nationally and internationally

Executive Summary

Medical Educator, M.D.

123 Education Rd
Anywhere, US

T: (Home) (Work)
Email:

Objective

Senior leadership position to enhance effective faculty and organizational development in academic medicine, and to promote transformation of socially accountable education through collaboration, scholarship, and strategic planning.

Qualifications

Extensive experience in academic medicine, involving mentoring junior faculty, evaluating outcomes, designing and managing workshops to promote skills, include:

- medical training and faculty positions in three medical schools
- directing clinical clerkships and serving as associate dean
- specialty society activities involving interdisciplinary educational projects
- educational research and grants
- medical accreditation activities

Unique skills to improve organizational and educational systems include:

- creative group problem solving and visioning
- data analysis and collaborative decision-making to produce useful outcomes
- delivering successful workshops and seminars
- navigating the political terrain in academic medicine
- managing and implementing complex projects
- extensive speaking and writing experience

Accomplishments

- Led redesign of four-year medical curriculum based upon principles of interdisciplinary integration, accountability for competency, patient centeredness and technology support. Over 6 years and 3 different Deans, garnered support for change and led diverse groups of faculty and students through vision, design, and enactment of new instructional designs and supporting infrastructure of innovative curriculum while maintaining quality in current programs.
 - *Results:* Faculty voted 83% approval for implementation; program being implemented; over \$1 million grant support; national recognition for interdisciplinary programs.
- Created and managed Office of Medical Education overseeing faculty development, curriculum design and program evaluation, assessment of student performance, and educational grants management.
 - *Results:* design of mission based allocation system for tracking faculty effort; development of course quality improvement system to monitor student feedback and faculty plans; training staff to support interdisciplinary curriculum. Over 8 years staff grew from 1 to 5.5 FTE staff and 4 part time faculty Directors.
- Organized and delivered multi-tiered faculty development programs.
 - *Results:* annual faculty retreat, monthly education seminars and targeted skill development for course faculty. Over 100 faculty per year benefit from some type of faculty development.
 - *Results:* Scholars program with over 100 junior faculty graduated in 5 years and now engaged in educational scholarship and taking on leadership roles

Executive Summary

AB, M.D.

Chief of Neuroradiology
Department of Radiology
University Medical Center
My Town XX 33445

Phone: xxx-647-3553
Fax: xxx-647-0738
Email: mel0wcc@bbb.edu

Objective

To serve in a leadership position in an academic health center during a time of extraordinary opportunity for growth in multi-disciplinary imaging research, continued growth and challenge in clinical care, and enhanced need for faculty development and innovative mentoring approaches.

Summary of Qualifications

- Extensive experience in obtaining research funding and in strategic programmatic research development
- Administrative leadership experience in clinical service development and reorganization, and strategic business planning for outpatient services
- Strong commitment to mentoring faculty, medical students, residents, and postdoctoral fellows

Education

M.D. –School of Medicine, 1962
B.S. – Great University, English, 1958

Experience and Accomplishments

Successfully led multidisciplinary imaging research groups

- Guided the successful funding of approximately 50 grants involving advanced imaging techniques (total direct costs: over \$25 million)
- Built extensive collaborative network of multi-disciplinary investigators in Departments of Psychiatry, Radiology, Neurology, Anesthesiology, Neurosurgery, and Medicine
- As director of imaging core resources supported investigative activities of two large NIH-supported centers
- Mentored of numerous trainees in imaging research
- Created medical policies for research studies within the PET Facility, adopted throughout the Department
- Successfully competed for numerous funded grants as principal investigator, including two R01 awards

Created and successfully led Clinical PET Center

- Optimized service in support of outstanding patient satisfaction in a competitive environment
- Successfully lobbied third-party payers to approve reimbursement for clinical PET indications

Led clinical evaluation of world's first combined PET/CT scanner

- Established clinical efficacy of combined PET/CT imaging
- Contributed to design of subsequent commercial PET/CT scanners
- Trained radiologists and nuclear medicine physicians in the use of this new technology

Reorganized large academic neuroradiology practice

- Successfully realigned faculty into subdivisions
- Recruited new faculty in a time of severe radiologist shortages
- Directed neuroradiology fellowship
- Facilitated faculty development
- Oversaw approx. 40%/year growth in clinical volume

Successful leadership and strategic planning for imaging research programs

Led two strategic planning retreats for defining medium and long-term goals in imaging research within SCHOOL Department of Radiology and CITY imaging community. These enhanced integration among research faculty, and resulted in several joint funded and pending grants between the department and the University Robotics Institute to apply computer vision techniques to applied imaging research.

- Successfully led diverse research efforts in a department ranked XXth in NIH funding
- Developed departmental honest broker network and research server in support of HIPAA-compliant clinical research
- Developed productivity-based incentive compensation strategies in support of faculty scholarly, teaching, and administrative efforts

Acquired formal training in executive management skills

- Completed Hedwig van Ameringen Executive Leadership in Academic Medicine Program for Women (ELAM)
- Participated in Radiological Society of North America senior faculty development workshop

Facilitated faculty development and research training programs

- Designed and implemented a unique research track for radiology residents at XXX
- Developed a departmental Professional Skills Workshop series providing group mentorship on career development
- Designed a multi-disciplinary Imaging Research Scientist Training program supportive of methodology development for translational research
- Individually mentored over 30 trainees in the conduct of imaging research
- Successfully competed for NIH K24 grant supportive of trainee-directed research

Executive Summary

PQ, Ph. D.

123 North Main Street ♦ My Town, PA 19000
Home: tel (xxx) 111-0000 ♦ fax (xxx) 222-0000
State University ♦ 1600, Any State XX 10000
Office: tel (xxx) 111-9998 ♦ fax (xxx) 222-7777
e-mail: pq1@stateu.edu

Objective

Senior administrative position that provides the opportunity to guide development and implementation of institutional policies and programs in support of the vision and values of the campus community.

Qualifications

Proven academic and administrative leader recognized for energy and integrity. Deep understanding of the educational mission of the university, with wide range of expertise in providing direction and support for undergraduate and graduate studies. Management and supervisory skills that include:

- working collaboratively with diverse constituencies
- engaging and guiding others in the establishment of a shared vision
- developing, recommending, and implementing strategic objectives
- overseeing planning and assessment of programs and services
- leading and mentoring staff, faculty, and students

Accomplishments

- Provided creative executive leadership and policy direction to promote excellence in educational, research, and outreach programs
- Functioned effectively as a collaborative member of senior administrative teams in college and university-wide committees guiding resource and long-range planning
- Instituted revisions and ongoing assessment of academic programs
- Oversaw evaluation of advising center, honors program, ESL courses, and academic support services to improve quality of student experience
- Coordinated research and dissemination of guidelines on student retention, enhancing student learning, using technology, and engaging students beyond the classroom
- Administered collection and analysis of benchmark data for self-study and in preparation for outside review teams and accrediting boards
- Systematized academic policies and coordinated dissemination in new website, student and faculty handbook, and printed catalogue
- Established a comprehensive professional development program including a lecture series, a faculty mentoring program, teaching symposia, and tenure workshops

- Managed and chaired successful national searches for faculty and staff positions
- Hosted regional conferences on classroom diversity, and on serving adult learners
- Facilitated applications for multidisciplinary grants that successfully brought new projects and revenue to campus

Positions Held

<i>State University, any state</i> Associate Dean for Academic Affairs (2002-2005) Professor of Communication	2002-present
<i>University of Advantages, School for Communication</i> Associate Dean of Graduate Studies and Senior Research Investigator	2000-2002
<i>MY University and Medical School</i> Associate Dean for Educational Affairs, School of Public Health (1999-2000) Associate Professor, Public Health (1997-2000) Director, Special Projects, Office of the Provost (1997-1999) Executive Director, National Academy for Women's Health Medical Education (NAWHME), Institute for Women's Health, (1997-1999)	1997-2000
<i>State University, Bingo</i> Faculty member, promoted to Associate Professor with tenure in 1991	1985-1998

Education

Ph.D. in Communications, Great U, City, State	1985
M.A. in Communications, Great U, City, State	1977
B.A. cum laude in Sociology, Wonderful College, City, State	1975

Leadership Education

HERS Summer Institute for Women in Higher Education Administration	2006
ACE Northeastern Regional Leadership Forum for Women Administrators	2004
CASE Summer Institute in Educational Fund Raising	2002