UT Southwestern Medical Center

Department Administrator, Physical Medicine & Rehabilitation

Leadership Profile

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The Opportunity

UT Southwestern Medical Center seeks a highly collaborative, strategic, and operationally sophisticated leader to serve as the next Department Administrator for the Department of Physical Medicine and Rehabilitation (PM&R). This opportunity places a leader at the center of a department that is expanding its clinical reach, strengthening its academic programs, and increasing its impact across rehabilitation medicine within one of the nation's leading academic health centers. Reporting jointly to the Chair of the Department, Heakyung Kim, M.D., and Cameron Slocum, M.B.A., the Vice President and Chief Operating Officer for Academic Affairs and the UT Southwestern Medical Group, the Department Administrator will serve as a trusted advisor, strategic business partner, and operational leader for a department that is poised for continued expansion across its clinical, educational, and research missions.

As one of the nation's premier academic medical centers, UT Southwestern Medical Center is internationally recognized for excellence in biomedical research, clinical care, and medical education. The institution is home to an extraordinary concentration of scientific talent, including members of the National Academy of Sciences, National Academy of Medicine, and Howard Hughes Medical Institute, and has produced six Nobel Prize-winning faculty members since 1985. The Medical Center continues to experience significant growth across all mission areas and is committed to advancing innovation while delivering exceptional care to patients throughout Texas and beyond.

The Department of PM&R is a dynamic and rapidly evolving department focused on restoring function, enhancing mobility, and improving quality of life for patients across the continuum of care. As part of the Peter O'Donnell Jr. Brain Institute, the department provides comprehensive rehabilitation services through partnerships with William P. Clements Jr. University Hospital, Zale Lipshy Pavilion, Parkland Health, Children's Health, the VA North Texas Health Care System, and other regional affiliates. The department includes more than 45 clinical faculty members, a growing research enterprise, nationally recognized residency and fellowship programs, and a broad portfolio of specialized clinical services spanning neurological, musculoskeletal, pediatric, cancer, spine, and rehabilitation medicine.

The next Department Administrator will join the department at an exciting time of momentum and opportunity. Under Dr. Kim's leadership, PM&R is focused on expanding clinical programs, recruiting and developing outstanding faculty, strengthening research infrastructure, growing educational programs, and elevating its national profile as a leading destination for rehabilitation medicine. The Department Administrator will play a central role in translating this vision into operational reality by providing leadership across financial management, strategic planning, faculty and staff operations, clinical program growth, business development, and administrative infrastructure.

The successful candidate will be an accomplished healthcare administrator with experience navigating the complexities of academic medicine, faculty practice operations, and multidisciplinary clinical programs. They will possess strong financial acumen, exceptional analytical and problem-solving skills, and a demonstrated ability to lead through influence and collaboration. Equally important, the next Department Administrator will be a visible and trusted partner who can build strong relationships with faculty, institutional leaders, hospital partners, and administrative teams while fostering a culture of accountability, transparency, and service excellence.

This position offers the opportunity to make a tangible and lasting impact within a department that is improving outcomes for patients with disabling and mobility-limiting conditions while contributing to advances in rehabilitation science, neuroscience, and medical education. The successful leader will help position the Department of Physical Medicine and Rehabilitation for its next phase of growth and distinction at one of the nation's most respected academic medical centers.

Organization Overview

Department of Physical Medicine & Rehabilitation

The Department of Physical Medicine and Rehabilitation (PM&R) at UT Southwestern Medical Center is dedicated to optimizing function, enhancing mobility, and improving quality of life through excellence in patient care, education, and research. As part of the renowned Peter O'Donnell Jr. Brain Institute, the department integrates clinical rehabilitation, neuroscience, and translational research to advance innovative treatments for individuals with disabling conditions. The department is committed to delivering physiatrist-led, interdisciplinary, patient-centered care while training the next generation of rehabilitation leaders and advancing discoveries that improve outcomes for patients across the lifespan.

The department has experienced significant growth in recent years and now includes more than 45 clinical faculty members and over four dedicated research faculty, representing expertise across a broad range of rehabilitation disciplines. Faculty provide comprehensive care in brain injury, stroke, spinal cord injury, pediatric rehabilitation, cancer rehabilitation, neuromuscular medicine, musculoskeletal and spine care, amputee rehabilitation, electrodiagnostic medicine, spasticity management, sports and mobility disorders, among numerous other specialized areas. Clinical services are delivered through a highly collaborative network that includes UT Southwestern University Hospitals, Parkland Health, Children’s Health, Scottish Rite for Children, the VA North Texas Health Care System, and other regional rehabilitation partners.

A defining characteristic of the department is its commitment to interdisciplinary care across the full continuum of rehabilitation. PM&R physicians work closely with neurologists, neurosurgeons, orthopedic surgeons, therapists, psychologists, nurses, and social workers to restore function and maximize independence for patients with complex neurological, musculoskeletal, and disabling conditions. The department's physicians emphasize non-surgical approaches to diagnosis and treatment while addressing physical, cognitive, emotional, and social aspects of recovery.

The department's strategic vision emphasizes continued expansion of specialized clinical programs, faculty recruitment, research growth, and educational excellence. Under Dr. Kim's leadership, PM&R is focused on strengthening its national reputation as a destination program for rehabilitation medicine while advancing innovative clinical models that improve patient outcomes and access to care.

Patient Care

UT Southwestern's PM&R program is recognized among the nation's leading rehabilitation programs, with *U.S. News & World Report* ranking UT Southwestern among the top hospitals for rehabilitative care. The department provides comprehensive inpatient rehabilitation, acute inpatient consultation services, outpatient rehabilitation clinics, specialty procedural services, and longitudinal care for patients with disabling conditions. Clinical care is delivered across more than 10 practice locations and four inpatient rehabilitation facilities, serving patients with conditions affecting the brain, spinal cord, nerves, muscles, bones, and joints.

The department's clinical footprint spans **William P. Clements Jr. University Hospital, Zale Lipshy Pavilion, Parkland Health, Children's Health, VA North Texas Health Care System, Texas Health Presbyterian Hospital Dallas**, and affiliated post-acute care facilities. Collectively, UT Southwestern clinicians provide care to hundreds of thousands of patients annually through inpatient admissions, outpatient visits, and consultative services, reflecting the institution's significant role as a regional and national referral center for complex rehabilitation care.

Education

Education represents a central pillar of the department's mission. The PM&R Residency Program is one of the largest rehabilitation medicine training programs in the country, accepting nine categorical residents annually and maintaining approximately 36 residents across all training years. The program offers a broad clinical experience across diverse care settings, exposing trainees to the full spectrum of rehabilitation medicine while emphasizing

leadership development, interdisciplinary collaboration, and scholarly activity.

The department also sponsors multiple fellowship programs, including training opportunities in Brain Injury Medicine, Pediatric Rehabilitation Medicine, Interventional Spine and Musculoskeletal Medicine, and Spasticity Management, among others. Residents and fellows train alongside nationally recognized faculty while caring for patients across UT Southwestern, Parkland, Children's Health, the VA system, and regional partner institutions. Educational experiences are complemented by robust didactic curricula, simulation-based learning, research mentorship, and participation in departmental Grand Rounds and scholarly activities.

Research

Research is a rapidly expanding area of distinction within the department. PM&R investigators pursue basic, translational, clinical, and outcomes research focused on neurological recovery, mobility, disability, and rehabilitation science. The department maintains NIH-funded research programs and is supported by a growing portfolio of federal, foundation, and philanthropic funding aimed at improving function and independence for patients with disabling conditions.

At the center of these efforts is the Mobility Foundation Center for Rehabilitation Research, a nationally recognized program dedicated to advancing research in stroke, traumatic brain injury, spinal cord injury, and other mobility-limiting disorders. The Center supports innovative translational and clinical studies designed to develop novel therapies, improve functional outcomes, and accelerate the translation of scientific discoveries into patient care. Through collaborations across the Peter O'Donnell Jr. Brain Institute and other departments at UT Southwestern, PM&R investigators are helping shape the future of rehabilitation medicine and neuroscience.

UT Southwestern Medical Center



UT Southwestern Medical Center is situated on a 1,000-plus-acre research campus located 10 minutes from downtown Dallas in the city's Southwestern Medical District. Since its formation in 1943, UT Southwestern has evolved from a small wartime medical college into a thriving academic medical center with an international reputation for exemplary research, robust educational and training programs, and a rapidly expanding clinical enterprise dedicated to excellence in care. UT Southwestern incorporates four degree-granting institutions: UT Southwestern Medical School, UT Southwestern Graduate School of Biomedical Sciences, UT Southwestern School of Health Professions, and the Peter O'Donnell Jr. School of Public Health.
The schools train approximately 2,400 medical, graduate, and health profession students, residents, and postdoctoral fellows each year. Additionally, 143 early-career researchers have come through the Medical Center's acclaimed Endowed Scholars Program in Medical Science, and many have gone on to become leaders in their fields.

UT Southwestern Medical School

UT Southwestern Medical School is one of six medical schools in the University of Texas System and one of the nation's top medical schools. It graduates about 230 students each year, making it one of the largest medical schools in the country. Guided by its core mission of educating and training the next generation of physicians and ensuring that UTSW students are fully prepared for the future they will encounter in the rapidly changing landscape of medicine and healthcare delivery, the Medical School launched a new curriculum in the Fall of 2015. The new curriculum is characterized by a focus on team-based learning, close contact with faculty, meaningful mentorship opportunities, and integrating basic science education with patient care training and experience.
The Medical Scientist Training Program (MSTP) prepares students seeking both M.D. and Ph.D. degrees for careers in fields like biomedical research and the application of research discoveries to the practice of medicine.

As one of the world's foremost research institutions, UT Southwestern fosters "no-fence" multidisciplinary research and rigorous scientific training in both basic and clinical research. With a superb international reputation for life-changing research that has led to some of the most important discoveries of this generation, UT Southwestern's researchers make a real difference.

UT Southwestern is home to many nationally and internationally recognized physicians and scientists, including six Nobel Laureates since 1985, 25 members of the National Academy of Sciences, and 23 members of the National Academy of Medicine (formerly the Institute of Medicine), a highly esteemed component of the NAS. UT Southwestern is also home to 13 Howard Hughes Medical Institute (HHMI) Investigators and, as faculty members in basic science departments, their recognized leadership is an important source of the organization's strengths in biomedical research. Faculty members' investigations, ranging from the microscopic level to patient care as a whole, continue to bring about notable discoveries, important educational opportunities, and advanced treatment options for improved health care. Since UT Southwestern's inception, research has been the cornerstone upon which outstanding medical education and patient care have risen. The discoveries of UT Southwestern's faculty and other teams have transformed science and medicine and set a standard of scientific excellence. The example set by the Nobel Laureates and other leading faculty has also helped establish a well-entrenched culture of collaboration and collegiality, making UT Southwestern a very special academic environment.

Position Summary

The Department Administrator serves as the administrative leader and senior management advisor to the Chair of PM&R and the faculty leadership. This role's main duties include generating, managing, and interpreting strategic information; overseeing financial management and accountability for all Department resources; implementing successful business operations in all domains of department activities to enable the success of our faculty, staff, and trainees succeed. These responsibilities support each of the Department's primary missions: patient care, teaching, and research. The role is dynamic, reporting directly to both the Chair of the Department and the Vice President and Chief Operating Officer for Academic Affairs and the UT Southwestern Medical Group.

Responsibilities

The successful Department Administrator, PM&R candidate will:

- Collaborate with the academic leadership of the Department, its Chair and Vice Chairs to realize a vision of excellence for the Department across its tri-partite mission.
- Collaborate with the Vice President and Chief Operating Officer for Academic Affairs and the UT Southwestern Medical Group on School of Medicine and Health System goals, as well as other administrative and financial opportunities.
- Establish and maintain working relationships with organizational peers, serve on committees, ensure that the department responds to institutional requests, and complete projects in a timely fashion.
- Provide strategic and operational leadership, oversight, and management of all aspects of the department's administrative activities; collaborate closely with departmental leadership to implement strategic and operational plans; may also represent the Chair in various meetings and venues.
- Consistently attend meetings and possess an institutional-minded view when representing the department on administrative and financial issues.
- Set a tone of "service excellence" and demonstrate a collaborative work ethic, focusing on data-based decision-making.

- Management of financial matters:
  - Engage in strategic planning to ensure that department and UTSW goals are aligned and contribute to market growth, revenue increase, cost control, maximizing clinical practice, and research productivity.
  - Advise the department and institution on fiscal matters; ensure financial control through a reliable system of expenditure and revenue management; support departmental leadership in managing and monitoring individual financial issues; monitor budget and fiscal performance, recommending corrective actions when necessary; prepare and analyze financial reports; establish and oversee effective internal control practices; provide accurate, up-to-date financial information to the Department Chair and leadership to facilitate successful financial management.
  - Create and develop business plans and models, and propose changes related to funding sources, departmental research activities, clinical operations, and faculty compensation when appropriate. Help educate departmental leadership in management and strategic planning for research and clinical programs. Facilitate partnerships and strategic alliances for clinical expansion and community engagement.
  - In collaboration with the Chair and other units at UTSW, may direct and manage the department's billing and revenue cycle operations.
  - Represent the Chair in his absence on financial and fiscal matters.
- Management of department operations:
  - Manage administrative tasks related to program development; perform detailed analyses of operational functions within the Department; create and implement new or revised procedures as necessary; develop quantitative metrics to assess the financial and operational impact of decisions and actions; manage all office and research space assignments and lead the prioritization of capital requests, including equipment and space renovations.
  - Oversee departmental human resource activities, including, but not limited to, recruitment, interviewing, selection, visa management, salary analysis and sourcing, disciplinary actions, leave administration, employee development, and performance evaluations of classified staff, faculty, trainees, and fellows.
  - Oversee the administrative aspects of the promotion, tenure, and faculty appointment processes to ensure the department adheres to the proper policies, collaborating with the School of Medicine Dean's Office.
- Management of research administration:
  - Oversee the management of the research enterprise within the department; supervise grant administration; recommend and develop new grant funding opportunities; and assist with the preparation of major research proposals from a financial and administrative standpoint.
  - Provide administrative direction to the department's research support; in collaboration with the Chair, ensure compliance with institutional guidelines and state and federal laws.
  - Develop programs and performance standards to continually measure and evaluate safety, service, and quality improvement; monitor standards through the implementation of training, allocation of resources, and application of corrective actions as necessary.
- Management of education programs:
  - Provide administrative direction to the department's educational programs under the direction of the Chair and Residency Director; supervise appropriate staff and coordinate and oversee functions of the Residency and Fellowship Training Programs.

Goals and Objectives

The following goals and objectives have been identified as priorities for this position:

Establish a Trusted Strategic Partnership with the Chair
The next Department Administrator will be expected to quickly establish a strong, high-trust partnership with the Chair and serve as a key member of the department's leadership team, acting as a trusted advisor who can provide informed recommendations while remaining aligned with the Chair's vision and priorities. The successful candidate will build credibility through responsiveness, sound judgment, and the ability to help translate ideas into actionable plans.

Build the Infrastructure to Support Continued Departmental Growth
As the department continues to expand its faculty, programs, and geographic footprint, the Department Administrator will play a central role in developing the operational infrastructure necessary to sustain that growth. This leader will be responsible for ensuring that staffing models, administrative processes, resource allocation strategies, and organizational structures evolve alongside the department's increasing complexity. The successful candidate will create scalable systems that enable growth while maintaining operational effectiveness and a high level of service to faculty, learners, and patients.

Advance Strategic Clinical Growth Initiatives
A primary responsibility for the next leader will be helping drive the department's clinical growth strategy, particularly in sports medicine, musculoskeletal care, outpatient rehabilitation, pain management, and emerging rehabilitation technologies. Working closely with the Chair, Vice Chairs, and clinical leaders, the Department Administrator will evaluate opportunities, develop business plans, facilitate partnerships, and remove operational barriers that may impede growth. The ideal candidate will bring both strategic vision and an entrepreneurial mindset to help position the department as a national leader in rehabilitation medicine.

Create a More Data-Driven and Performance-Oriented Organization
The department seeks to strengthen its use of data and analytics to support decision-making and strategic planning. The next Department Administrator will be expected to develop meaningful dashboards, reporting tools, and performance metrics that provide greater visibility into clinical, financial, and operational performance. By establishing a culture of data-informed decision-making, this leader will help department leadership identify opportunities, monitor progress, allocate resources effectively, and improve overall organizational performance.

Enhance the Foundation for Research Growth
While clinical expansion remains the department's immediate priority, stakeholders recognize the importance of strengthening research infrastructure to support long-term academic success. The next Department Administrator will assess existing support structures and work with faculty and leadership to develop a more coordinated approach to research administration, resource allocation, and faculty support. By building a stronger foundation for scholarly activity, this leader will help create an environment that attracts talent, supports innovation, and advances the department's academic mission.

Candidate Qualifications

Education/Certification

- Bachelor's degree in business administration, health care administration, management, or related field. A master's degree is preferred. Applicants without the stated preferred degree, but with significant additional related experience, may be considered.
- Six years of directly related experience with three (3) years in supervisory/management capacity, ideally within an academic medical center setting.

Knowledge, Skills, and Competencies

- Demonstrated ability in team building and management skills.
- Demonstrated leadership qualities.
- Strong financial and analytical skills.
- Ability to prioritize and manage multiple complex issues.
- Excellent interpersonal skills.

PACT Statement

The following is the acronym, "PACT", and is fundamental to all non-clinical positions at UT Southwestern Medical Center:

P - Problem Solving: Employees take ownership in solving problems effectively and efficiently, to the satisfaction of customers or managers. They show initiative in addressing areas of concern before they become problems.

A - Ability, Attitude, and Accountability: Employees exhibit the ability to perform their jobs and conduct themselves in a professional and positive manner, reflecting a professional environment. They readily assume obligations in a dependable and reliable manner.

C - Communication, Contribution, and Collaboration: Who are our customers? Anyone who requests our help, needs our work product, or receives our services. Employees focus on customer service with creative solutions while improving the customer experience through clear, courteous, and timely delivery and communication. Sharing ideas with others helps expand our contribution to department goals.

T - Teamwork: Employees work to contribute to the department's success by supporting co-workers, promoting excellence in work product and customer service, and maintaining a satisfying, caring environment for each other.

The Community

Dallas, Texas

Dallas was founded in 1841 and formally incorporated in February 1856. It is the third-largest city in the state of Texas and the ninth-largest city in the United States. The city covers 342.5 square miles, not including water area, and is the county seat of Dallas County. It is the main economic center of the 11-county Dallas-Fort Worth metropolitan area. At over 7.5 million people, it is the fourth-largest metropolitan area in the United States. The metroplex also includes areas such as Plano, Grand Prairie, Arlington, Irving, Lewisville, and Flower Mound. Dallas is the Southwest's leading business and financial center. It boasts the largest wholesale market in the world and is considered one of the top convention cities in the United States and the No. 1 visitor destination in Texas. Dallas is also considered one of the most livable cities in America. Residents enjoy a flourishing economy, arts and culture, abundant housing options, endless entertainment and activities, and a thriving community spirit.

The communities surrounding Dallas-Fort Worth have experienced unprecedented business growth and population expansion during the last ten years, and that growth continues. Dallas has developed a strong industrial and financial sector and a major inland port due largely to the presence of Dallas-Fort Worth International Airport, one of the largest and busiest airports in the world. The Dallas-Fort Worth area is home to corporate headquarters for Texas Instruments, AT&T, American Airlines, Southwest Airlines, ExxonMobil, Bell Helicopter, BNSF Railway, GM Financial, Alcon, Tenet Healthcare, Kimberly-Clark, 7-Eleven, and Charles Schwab.



The city is sometimes referred to as the heart of "Silicon Prairie" because of a high concentration of telecommunications companies in the region, the epicenter of which lies along the Telecom Corridor in Richardson, a northern suburb of Dallas. Companies with a Telecom Corridor presence include Texas Instruments, AT&T, Ericsson, Fujitsu, Nokia, Collins Aerospace, Cisco Systems, and Verizon. Texas Instruments, a major manufacturer, employs 10,400 people at its corporate headquarters and chip plants in Dallas.

Significant national headquarters relocations to the area, including Toyota's North American headquarters, significant expansions of regional offices for a variety of corporations, and company relocations to downtown Dallas, are helping drive the current boom in the Dallas economy. Dallas ranked No. 2 overall in *Forbes*' 2019 ranking of "The Best Places for Business and Careers."

The Dallas-Fort Worth metropolitan area has one of the largest concentrations of corporate headquarters for publicly traded companies in the United States. *Fortune* magazine's 2022 annual list of the Fortune 500 in America includes 23 companies located in Dallas-Fort Worth.

Dallas-Fort Worth is one of only a few metro areas to have teams in six major professional sports leagues: the Dallas Cowboys of the NFL, baseball's Texas Rangers, the Dallas Mavericks of the NBA, the Dallas Stars of the NHL, and professional soccer's FC Dallas, and Dallas Sidekicks. Throw in the Mesquite Championship Rodeo, Texas Motor Speedway, ample golf courses, and NCAA Division I athletics, and you can see that Dallas-Fort Worth is a community that likes its sports. Fort Worth also hosts many national equestrian cutting horse competitions, including the Fort Worth Stock Show & Rodeo.

This rich Western agricultural and sports heritage is complemented by a sophisticated dedication to the arts. The Dallas Arts District, located on the north side of downtown and covering 118 acres, is the largest such urban district in the United States. The AT&T Performing Arts Center, the Dallas Museum of Art, and the Morton H.

Meyerson Symphony Center are among the most prominent features of the Dallas arts scene. Nearby is the Perot Museum of Nature and Science. Fair Park is where you'll find the annual State Fair of Texas, as well as the Cotton Bowl Stadium, theater and concert venues, and the African American Museum of Dallas.

Fort Worth's 2,056-seat Bass Performance Hall hosts Van Cliburn International Piano Competition performances, the Fort Worth Symphony, the Fort Worth Opera, and musicals presented by Casa Mañana. Fort Worth's museums are nationally respected and include the Modern Art Museum of Fort Worth, the Amon Carter Museum of American Art, the Kimbell Art Museum, and the Fort Worth Museum of Science and History.

Throughout Dallas-Fort Worth, you will find an amazing blend of artistic expressions that reflect the multicultural dynamics of the city's heritage.

Other activities in the Dallas-Fort Worth area include historical sites, the Fort Worth Botanic Gardens, Dallas Arboretum, the Dallas Zoo, Fort Worth Zoo, and wildlife centers where you can experience the wonders of nature. Six Flags Over Texas has the tallest roller coasters, the best shows in the Southwest, and plenty of fun places to relax and enjoy the warm Texas climate. Dallas has more shopping centers per capita than any other major U.S. city and four times more restaurants per person than New York City.

For more information, please visit visitdallas.com.

Procedure for Candidacy

Please direct all nominations and applications to Kerry Quealy and Charlotte Harris.

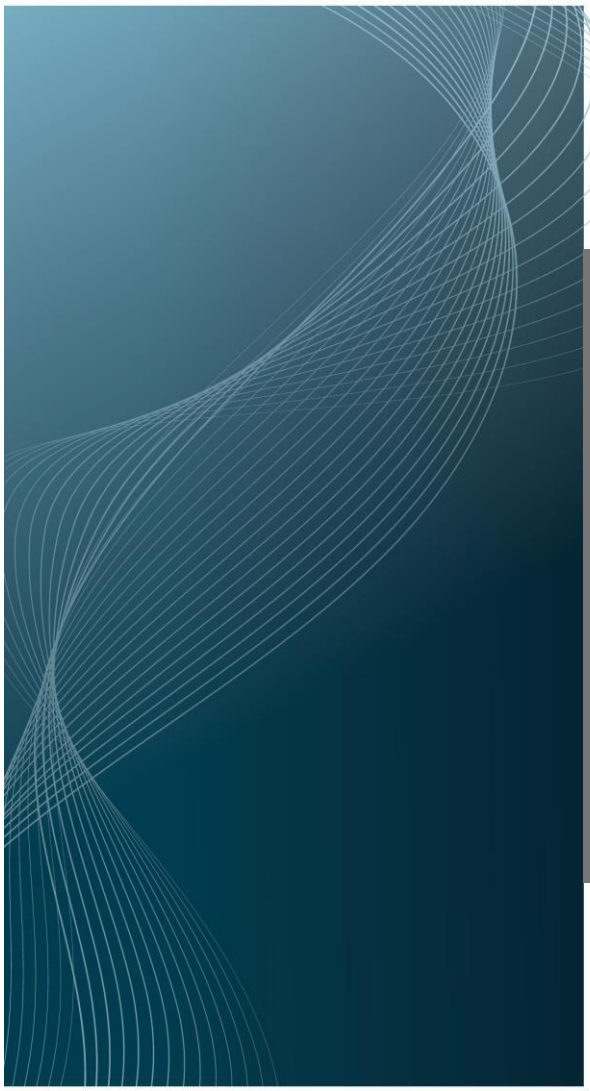
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