

UT Southwestern
Medical Center

Department Administrator, Pediatrics

Leadership Profile

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The Opportunity

UT Southwestern Medical Center seeks an experienced, strategic and financially astute leader to serve as its next Department Administrator, Pediatrics. This individual will drive change and provide important collaborative leadership for an outstanding department at one of the most prestigious and fastest growing institutions in the country. Reporting dually to the Chair, Department of Pediatrics and the Vice President and Chief Operating Officer for Academic Affairs and the UT Southwestern Medical Group, the Department Administrator will serve as an important advisor and lead with a partnership-minded approach.

The [Department](#) is comprised of 450 faculty and more than 300 pediatric advanced practice providers, 20 divisions and centers, 200+ trainees, seven clinical sites and over 500 clinical studies. The Department is nationally ranked in 11 pediatric specialties, has \$29M in grant funding and over 400 annual publications. The Department of Pediatrics has a number of strategic partnerships including the joint investment of UT Southwestern and Children's Health on a historic \$5 billion investment to establish [a world-class pediatric campus](#) in Dallas—ushering in a new chapter of innovation, discovery, and excellence in child health.

UT Southwestern Medical Center is one of the premier academic medical centers in the nation, especially well-known for the quality of its science, outstanding clinical care, and fundamental commitment to integrating pioneering biomedical research with clinical care and education. The medical center's faculty includes many distinguished scientists, of which 26 are members of the National Academy of Sciences, 18 are members of the National Academy of Medicine, and 14 are Howard Hughes Medical Institute investigators. Since 1985, six members of the UTSW faculty have been recipients of Nobel Prizes.

The successful candidate will have at least six years of academic medical or complex healthcare management experience and an in-depth knowledge of academic medical operations and financing including major federal awards and clinical trials. Candidates should bring experience in leading a large staff and budget across diverse clinical specialties and possess exceptionally sharp analytical skills. The next Department Administrator will need to be an exceptionally strong communicator and relationship builder.

Organization Overview

Department of Pediatrics and Joint Pediatric Enterprise

Under the leadership of Department Chair [Jorge Bezerra, M.D.](#), the Department is comprised of 450 and more than 300 advanced practice providers. The Department of Pediatrics' mission of safeguarding the health of children of all ages begins with advancing scientific discoveries and delivering exceptional clinical services to serve patients and their families from the Dallas-Fort Worth area and beyond.

With its large, unmatched faculty, the [Department of Pediatrics](#) at UT Southwestern Medical Center clinical expertise includes rare and complex conditions, along with well-care for children. The department has a number of unique resources that arise out of our longstanding, integrated, and valued collaboration with [Children's Health](#). These include a Children's Clinical Research Program and an extensive Continuing Medical Education Program. Many faculty members are engaged in interdisciplinary educational programs locally, nationally, and internationally, creating opportunities for students, residents, fellows, and other faculty to expand their experience. Members of our department have also established extensive interdisciplinary research programs locally and nationally.

UT Southwestern and Children's Health, which have been affiliated for more than 60 years, formed the Joint Pediatric Enterprise (JPE) in 2019. The JPE is structured to facilitate shared decision-making and operational alignment to meet the rapidly growing needs of the North Texas pediatric community. Through the JPE, UT Southwestern and Children's Health pediatric operations are aligned under a single governance infrastructure that will facilitate operational improvements and closer integration in both hospital and clinic settings. This alignment in strategic priorities and collective work supports the delivery of the highest quality pediatric care and strengthens patient outcomes by providing necessary access to world-renowned faculty, biomedical research and clinical trials to children in North Texas and beyond.

In October 2024, UTSW and CHS broke ground on a new pediatric campus due to be completed in 2031. The 4.7 million-square-foot campus, built by the JPE, will consist of two 12-story towers, an 8-story tower, and expanded inpatient, surgical, and ambulatory capacity. It will be connected to UTSW's Clements University Hospital via a skybridge across Harry Hines Boulevard. The hospital will grow to 552 beds, additional operating rooms, 90 emergency department exam rooms, a new fetal care center, more than 20 acres of green space with trails and a courtyard, modern patient rooms with customizable lighting, sleeping arrangements for caregivers, and plenty of natural light.

Patient Care

Pediatric services at UT Southwestern are provided for a highly diverse patient population at multiple locations, including programs at Children's Health, UT Southwestern University Hospitals, Parkland Hospital, Scottish Rite for Children, Texas Health Resources, Children's Health Specialty Center in Plano and Prosper, and UT Southwestern Pediatric Group at Redbird.

Education

The Department of Pediatrics provides wide-ranging educational opportunities to medical students, residents, postdoctoral fellows, and other health care professionals. Residency programs include Children's Health, Internal Medicine/Pediatrics, Child Neurology and a Triple Board Program. There are 19 ACGME-Certified Pediatric Subspecialty Fellowships.

Research

The Department boasts a robust and dynamic research portfolio that spans basic science, translational research, and clinical investigation. Additionally, the Children's Medical Center Research Institute (CRI) is a joint venture between UT Southwestern and Children's Health. CRI is home to over 150 researchers. The Department has over 500 clinical studies and \$29M in annual research funding.

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 to ensure 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, as well as 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 Pediatrics and the faculty leadership. The primary responsibilities of this position are to generate, manage, and interpret strategic information; provide financial management and accountability for all Department resources; and provide administrative infrastructure to ensure that our faculty, staff, and trainees thrive. These responsibilities address each of the Department's primary missions of patient care, teaching, and research. This role is dynamic, dually reporting directly to 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, Pediatrics candidate will:

- Provide strategic leadership, oversight and management over all aspects of the day-to-day administration of the department; works in close collaboration with departmental leadership to implement strategic and operational plans; may represent the Chair in various meetings and venues.
- Support and partner 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 and other administrative and financial opportunities.
- Participate in strategic planning to ensure that department and UTSW goals are aligned and contribute toward market growth, revenue enhancement, cost containment, maximizing clinical practice and research productivity.
- Manage administrative matters related to program development; conduct in-depth analyses of operational functions within the Department; develop and implement new or amended procedures as needed; develop quantitative metrics to measure financial and operational impact of decisions and actions; oversee all office and research space assignments and leads prioritization of capital requests, including equipment and space renovations.
- Advise department and institution on fiscal matters; ensure fiscal control through a reliable system of expenditure and revenue management; provide support to departmental leadership in managing and monitoring individual financial management issues; monitor budget and fiscal performance, recommending corrective action where appropriate; prepare and analyze financial reports; set up and monitor appropriate internal control practices; provide accurate up-to-date financial information to Department Chair and departmental leadership to support the successful financial management of the department.
- 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.
- Create and develop business plans and models and propose changes associated with funding lines, departmental research activities, clinical activities and faculty compensation where appropriate; help to educate departmental leadership in management and strategic planning for research and clinical programs; facilitate partnerships and strategic alliances for clinical expansion and engagement with the community.
- Direct the administration of the research enterprise within the department; directs grant administration, recommend and develop new grant funding and support the preparation of major research proposals from a financial and administrative perspective.

- Oversee the administrative component of the promotion and tenure and faculty appointment process and ensure the department is following the appropriate policies working in partnership with the School of Medicine Dean's Office.
- Develop programs and standards of performance 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.
- May direct and manage the department's billing and revenue cycle operations.
- Provide administrative direction to the educational programs of the department under the direction of the Chair and Residency Director; supervise appropriate staff and provide coordination and oversight of functions of the Residency and Fellowship Training Programs.
- Provide administrative direction to the research support of the department; in collaboration with the Chair, ensures compliance with institutional guidelines and state and federal laws.
- Represent the Chair in his absence on administrative and fiscal matters.
- Consistently attend meetings and has an institutional minded view when representing the department on administrative and financial issues.
- Set a tone of "service excellence" and is collaborative in nature focusing on data-based decision-making.
- 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.

Goals and Objectives

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

Establish and Strengthen Strategic Partnerships and Visibility: The next Department Administrator must serve as a highly visible and trusted strategic partner, working closely with the Department Chair, Children's Health System (CHS), Parkland, Texas Scottish Rite, Texas Health Resources, and the Joint Pediatric Enterprise (JPE). This role requires a sophisticated ability to balance the department's vision with broader institutional priorities, offering thoughtful, mission-aligned solutions while navigating complex organizational dynamics. Central to this role is fostering transparency and building trust to support the clinical, research, and education missions.

Drive Financial Stewardship and Strategic Resource Allocation: The next Department Administrator will be responsible for driving financial stewardship across a highly complex and rapidly growing pediatric department with an annual budget exceeding \$250 million. This includes mastering the complexities of partnerships with CHS, Parkland, and other clinical sites, and ensuring that all resource allocation aligns with the department's strategic goals. A key priority will be implementing and maintaining mission-based profit and loss statements to enhance transparency and guide informed decision-making. The Administrator must also bring a deep understanding of compensation models and contract structures to support sustainable growth. Equally important is the ability to clearly and confidently communicate the department's financial narrative to institutional leadership, highlighting both strengths and emerging risks—while mentoring the finance team to operate and present at a strategic level.

Be a Builder of Talent and Culture: The next Department Administrator will play a pivotal role in building a high-performing, mission-driven culture by assessing and ensuring an optimal administrative structure and developing leadership talent. This includes championing professional development and creating clear career pathways to retain and grow top talent. The Administrator will foster a culture grounded in accountability, collaboration, and continuous improvement, positioning the department as a model of operational and cultural excellence within the broader institution. A key focus will be supporting recruitment and retention efforts across all divisions, ensuring alignment with long-term strategic goals. Additionally, the Administrator will prioritize the development of project management capabilities to streamline operations, reduce manual processes, and enhance overall efficiency.

Embrace Innovation and Reimagine the Future: The next Department Administrator will be instrumental in shaping the future of pediatric care by embracing innovation and leading transformative change. In a region experiencing rapid population growth, the Administrator will help reimagine care delivery, compensation structures, research infrastructure and administrative models to meet evolving needs. This role will harness the creativity and insights of faculty and frontline teams to drive continuous improvement and bold, forward-thinking strategies. By aligning departmental operations with the strategic goals of the Joint Pediatric Enterprise (JPE) and institutional leadership, the Administrator will ensure the department remains agile, competitive, and positioned to lead in a dynamic healthcare landscape—ultimately serving as a model for pediatric excellence in North Texas and beyond.

Candidate Qualifications

Education/Certification

- Bachelor's degree in business administration, health care administration, management or related field, Master's degree preferred. Applicants without the stated preferred degree, but with significant additional related experience may be considered.
- Six years 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, efficiently, and 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 ability to perform their job and conduct themselves in a professional and positive manner reflecting a professional environment readily assuming 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 in 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 lays claim to being one of the top convention cities in the United States and the No. 1 visitor destination in Texas. Dallas is 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.

Timeline

Potential interview dates for this position have been outlined as follows:

Paper presentation of qualified candidates to Search Committee: Date

Round One interview dates: Date

Round Two interview dates: Date

Selected candidates should plan to hold the above dates in the event they are invited by the committee to participate in the interview process.

Procedure for Candidacy

Please direct all nominations and applications to Kerry A Quealy, Jeff Schroetlin, and Charlotte Harris, through the WittKieffer Candidate Portal by [clicking here](#). Candidates can also find this portal via the WittKieffer website at www.wittkieffer.com and selecting the "Become a Candidate" button.

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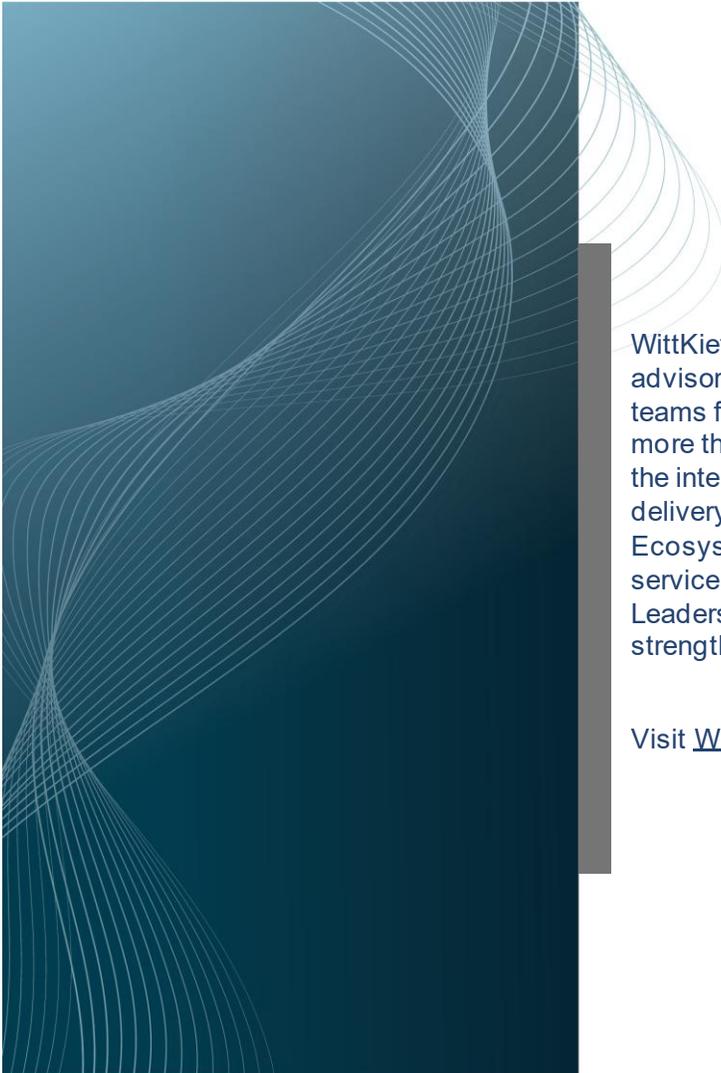
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