



WAYNE STATE
UNIVERSITY

Division of Finance and Business Operations

Procurement & Business Services
5700 Cass Avenue, Suite 4200
Detroit, Michigan 48202
(313) 577-3734

October 30, 2025

RE: Division Chiefs for the Wayne State University School of Medicine

To Whom It May Concern:

Wayne State University is seeking an individual to fill Division Chief positions for the Wayne State University School of Medicine. Your firm was suggested as one of several to submit a quotation to conduct an executive search for a highly qualified individual to fill this position. This letter serves as a request for proposal and references for this purpose.

The Position Descriptions are enclosed with this letter, and anticipated an annual compensation is listed with each of the enclosed two job descriptions.

If you are interested in working with Wayne State University to locate and hire the best person for this important position, please submit your quotation for services and fees along with references for similar hires and your letter of engagement to the University Procurement & Business Services office. Delivery of Proposals are by electronic submission. The link for submission will be posted with the RFP details at <http://go.wayne.edu/bids>. When visiting the Website, click on the "Service" link in green. You can also use the following link to directly access the submission form: <https://forms.wayne.edu/6901e1220f98a>

Please respond to this request by 2:00 p.m. E.S.T. on November 07, 2025, as follows:

Wayne State University
Attn: Kenneth Doherty
Online Submission Link:
<https://forms.wayne.edu/6901e1220f98a>

Thank you for your interest in doing business with Wayne State University. Should you have any questions or concerns, please contact me.

Sincerely,

Kenneth Doherty

Kenneth Doherty
Associate Vice President
Procurement & Business Services

Enclosure

cc: Madeline Byrne, Administrative Assistant, WSU School of Medicine

Wayne State University
Division Chiefs for the Wayne State University School of Medicine
Executive Search Services

This section of the RFP lists requirements that require specific written responses or confirmations. To be considered for selection, the search firm must demonstrate in their proposal that it meets the following requirements and has provided all required information.

SCOPE OF WORK

The University is seeking a full-service Executive Search Firm to execute a successful search for two **Division Chiefs for the Wayne State University School of Medicine**. The salary range for these position are posted with the individual job descriptions. The consultant will be expected to undertake, at a minimum, the design and execution of all steps to define the search, development of a collaborative description of duties for the position, find and recommend potential candidates that meet all requirements for the position to the University.

This position may be posted on the Wayne State University online hiring system. If so, any and all applications will be forwarded to the selected search firm for consideration.

Key Project Deliverables

The selected search firm shall have extensive experience in performing searches for higher education clients, preferably with specific experience in recruiting for the highest-level executive positions for colleges and universities. The search firm must demonstrate an understanding of higher education search processes and should also have a proven national presence and capability to identify and recruit not only those individuals who may be in the job market, but those who may not be actively searching for a new position.

We ask that your proposal include the following information.

1. A brief description of your firm, including information relating to its organization and management practices.
2. Your firm's experience with urban research universities, if any.
3. Your firm's experience with successful placements for positions similar to the one for this RFP, and the names of those institutions in which those individuals were placed.
4. The name, biography and resume of the lead consultant who would be assigned to work with us, should your firm be successful in obtaining this contract.
5. An overview of how your firm views the role of the search committee members in the search, and the process you will use to build a pool of qualified candidates.
6. A list of at least three references from clients, including point of contact, company name, address, phone, and email.

A schedule of fees. In addition, an explanation of your billing practice should be provided in case of a failed or incomplete search (i.e., no candidate selected) or the case of a successful candidate who leaves in less than a year.

General Information

The University reserves the rights to accept, reject, modify, and/or negotiate any and all proposals received in conjunction with the Request for Proposal. It reserves the right to waive any defect or informality in the Proposals on the basis of what it considers to be in its best interests. Any proposal may be rejected which the University determines to be incomplete, conditional, obscure, or has irregularities of any kind.

This Request for Proposal (RFP) in no manner obligates the University to the eventual purchase of any services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the University without penalty or obligation at any time prior to the signing of an Agreement or Purchase Order.

Proposals are subject to public review after the contracts have been awarded. Firms responding to this RFP are cautioned not to include any proprietary information as part of their Proposal unless such proprietary information is carefully identified as such in writing, and the University accepts, in writing, the information as proprietary.

If you have any questions regarding this bid, please contact me by email at **ken-doherty@wayne.edu**.

Please respond to this request by 2:00 p.m. E.D.T. on November 07, 2025, as follows:

Wayne State University
Attn.: Kenneth Doherty
Online Submission Link:
<https://forms.wayne.edu/6901e1220f98a>

Job Descriptions

Department of Medicine Wayne State University/ Wayne health

Responsibilities of Gastroenterology Division Chief

The Division Chief is responsible for the academic, clinical, educational and administrative activities and initiatives of the division.

The duties include the following:

- Oversee all inpatient and outpatient services relevant to the specialty at DMC, KCI and other institutions as applicable.
- Ensure continuous coverage and staffing for all services covered by the division
- Work to actively promote the GI Division as a dynamic leader in clinical care and continuing medical education through programs that maximize exposure of our exceptional programs, faculty and expertise;
- Monitor and develop processes and projects to improve quality of care and work collaboratively with department, Wayne Health, University and hospital leadership to promote quality of care, patient, physician and trainee's satisfaction and compliance with regulatory organization.
- Develop and implement innovative mentoring and career development plans for all new hires and current faculty, toward development and growth of a regional and national research and clinical reputation, aligned with community needs, departmental goals and the mission of the School of Medicine.
- Develop a plan for allocation of new resources for hypothesis-driven research that fosters understanding of the pathogenesis and treatment of gastroenterologic and hepatic diseases, and that leads to the acquisition of substantive extramural funding.
- Demonstrate a firm commitment to fiscally sound management and prudent allocation of available resources; establish and monitor appropriate accountabilities for faculty, staff and trainees.
- Provide responsible fiscal stewardship along with the Chair of the Department of Internal Medicine, and proactively seek clinical opportunities for the division.
- Promote diversity, equity, justice and inclusiveness in the division and beyond.

Qualifications:

- Mid-career faculty physician
- Prior administrative experience as chief, program director, or other administrative position
- Associate professor rank or above
- Prior and/or current research and grant funding
- Significant number of publications
- Evidence of teaching, scholarly activities, and services
- Clinical experience in their specialty
- ABIM Board certified in their specialty
- Ability to work in a diverse teaching environment

The salary range for this position is anticipated to be approximately **\$400,000 - \$450,000**, commensurate with experience

**Department of Medicine
Wayne State University/ Wayne health**

Responsibilities of Chief of General Medicine Divisions

The Chief of General Medicine Division is responsible for the academic, clinical, educational and administrative activities and initiatives of the division.

The duties include the following:

- Oversee all inpatient and outpatient services relevant to the specialty at DMC, KCI and other institutions as applicable.
- Ensure continuous coverage and staffing for all services covered by the division
- Monitor and develop processes and projects to improve quality of care and work collaboratively with department, Wayne Health, University and hospital leadership to promote quality of care, patient, physician and trainee's satisfaction and compliance with regulatory organization.
- Develop opportunities for all round growth and progress of the division in patient services, teaching and scholarly activities.
- Develop clinical and or basic research operations, aligned with community needs, departmental goals and the mission of the School of Medicine.
- Recruit faculty and promote faculty development through mentorship, collaboration and use of resources with other divisions, Wayne Health and University.
- Champion recruitment, promotion and development of faculty through training, mentorship, collaboration and synergistic use of divisional, Wane Health and University resources leading to a deserving regional and national research and clinical reputation
- Lead oversight of all financial issues in the division through alignment with leaders in the department, Wayne Health and SOM to achieve budgetary goals and financial sustainability and growth of the division
- Promote diversity, equity, justice and inclusiveness in the division and beyond

Qualifications:

- Mid-career faculty physician
- Prior administrative experience as chief, program director, or other administrative position
- Associate professor rank or above
- Prior and/or current research and grant funding
- Significant number of publications
- Evidence of teaching, scholarly activities, and services
- Clinical experience in their specialty
- ABIM Board certified in their specialty
- Ability to work in a diverse teaching environment

The salary range for this position is anticipated to be approximately **\$250,000 - \$300,000**, commensurate with experience. Clinical compensation includes a base and incentive earning

About the School of Medicine

Wayne State University School of Medicine, located in Midtown Detroit, is the largest single-campus medical school in the nation and a leader in urban health, biomedical research, and medical education.

The Detroit Medical Center is a leading academic medical center comprising several hospitals and serving as a primary clinical affiliate of Wayne State University School of Medicine. The Karmanos Cancer Institute is one of only 56 National Cancer Institute-designated comprehensive cancer centers in the country. The John D. Dingell VA Medical Center is a major hospital serving veterans across Southeast Michigan and is an important partner in the academic and clinical mission of the School of Medicine.

About Wayne State University

WSU is a nationally recognized public research university with an urban teaching mission. WSU is a public Carnegie Doctoral/Research Extensive institution with 13 academic schools and colleges offering more than 350 undergraduate, graduate and professional degrees. WSU is home to nearly 28,000 students from nearly every state and 60 countries – the most diverse student body among Michigan's 15 public universities:

- One of the nation's 50 largest public universities, with Michigan's most diverse student body.
- Approximately 350 degree and certificate programs in 13 schools and colleges.
- Annual research expenditures of \$244 million.
- More than 500 student organizations.
- Affiliations with more than 100 institutions worldwide.
- Classified as "doctoral university: very high research activity" by the Carnegie Classification of Institutions of Higher Education.
- Wayne State is a partner with Michigan State University and the University of Michigan in the University Research Corridor, helping create a vibrant state economy.
- More than 1,900 new jobs created through TechTown, Wayne State's research park and business incubator.
- A leader in green technology, the College of Engineering was first in the nation to launch an electric-drive vehicle engineering program and offer an alternative energy technology master's program.
- Study abroad opportunities in 16 countries on five continents.
- Eighty percent of Wayne State Law School graduates live and work in Michigan.

Non-Discrimination

Wayne State University is an Equal Opportunity Employer. Wayne State complies with all Federal and state rules and regulation and does not discriminate on the basis of race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status.