



FACULTY AFFAIRS

POSITION: Associate Dean, Faculty Development

TERM OF APPOINTMENT:

Three (3) years with the potential for renewal following discussion with the Vice-Dean and the Dean, Faculty of Medicine and Dentistry (FoMD), the length of the second term to a maximum of 5 years to be dependent upon the needs of the program, the Faculty and the incumbent.

REPORTING TO: Vice-Dean, Faculty Affairs

PURPOSE:

Faculty Development spans all aspects of the domains of education, research, and service delivery, including the Faculty culture therein. Effective delivery of a program of Faculty Development may encompass adult education, on and off-boarding, coaching and mentoring, and cultivate relationships with faculty and staff.

MAIN ACCOUNTABILITIES:

General Responsibilities: Listed in the *2017 FoMD Overarching Position Description: Associate Deans*

Portfolio Responsibilities: The Associate Dean will:

1. Establish or advance programs for faculty (tenure-track and Clinical Faculty) to maintain and enhance their skills and scholarship in education, research and service delivery throughout their academic careers
2. Support, guide, encourage, and/or stimulate faculty members to develop individual strengths and interests that serve the collective interests of the Faculty and the University
3. Work with Faculty leadership to have a clear alignment of the Faculty expectations for the objectives, goals, tasks, and roles of faculty members along with the methods and metrics of recognition, enabling resources, and rewards.
4. Act as a conduit to link faculty with existing resources

BUSINESS PLAN ACCOUNTABILITIES:

Strategic Initiatives:

1. Lead, as appropriate, in the on-going implementation and application of the FoMD Strategic Plan
2. Provide on-going revision and maintenance of the Annual Report process in cooperation with the Faculty Evaluation Committee (FEC)
3. Collaborate with the portfolio of the Vice-Dean (Education) in the development and implementation of the competency-based education program (capture high-quality, objective-linked teaching events)
4. Liase with relevant academic leaders and groups to understand existing and emerging issues relating to new and current faculty members

Specific Responsibilities:

1. Career Progression: Orientation for faculty members, including on and off-boarding; annual reporting of academic activities, tenure, promotion, and mentorship
2. Teaching Skills: Development of workshops to help faculty members with basic science (including graduate student supervision) and clinical and research skills, including peer consultation program
3. Leadership skills: Offer support and training for leadership skills
4. Faculty Evaluation Committee (FEC): Support the FEC committee, update FoMD standards and annual report and presentations to Change Advisory Board (CAB).
5. Maintain relevant accreditation standards for FoMD education programs relating to faculty development
6. Faculty Development: Coordinate international faculty development programs (IFDP)

Liaises With:

- Office of Lifelong Learning (and Physician Learning Program) (and Associate Dean, Lifelong Learning (and Physician Learning Program)
- Faculty Evaluation Committee (FEC) and CAB, Information Services and Technology (IST)

Faculty UME Academic Standings Committees (all years)

- Faculty UME and PME Evaluation and Assessment Committee
- University of Calgary, Cumming School of Medicine
- Association of Faculties of Medicine of Canada (AFMC)
- Associate Dean, Faculty of Graduate Studies and Research (FGSR)
- Associate Dean, Research – Graduate Programs
- Associate Dean, Clinical Faculty
- Associate Dean, Professionalism
- Director, Office of Rural and Regional Health
- Executive Director, Wapanachakos Indigenous Health program

Committee Responsibilities:

- Faculty Development Committee (Chair)
- Faculty Affairs Committee (member)
- Faculty Council (member)
- FoMD Executive Council (member)
- Faculty Learning Committee (member)
-

Direct Reports:

Directors:

- a) Peer Review
- b) Mentorship