

POSITION DESCRIPTION**PORTFOLIO: EDUCATION****POSITION: Assistant Dean, Admissions, MD Program****FTE: 0.3-0.4****TERM OF APPOINTMENT:**

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

REPORTING TO: Associate Dean, MD Program**PURPOSE:**

The Assistant Dean, Admissions, is responsible for establishing and sustaining a high-quality selection process for applicants to the Medical School. As such, this position contributes to the outcomes of the FoMD education programs by ensuring that students are both prepared for and capable of achieving excellence in their future education and scholarship, and have a greater likelihood of success in their subsequent careers.

The Assistant Dean must exercise a high level of integrity as it relates to admission standards, privacy, safe disclosure and human rights. Equally, the Assistant Dean must actively establish collaborative working relationships within the FoMD, University and the greater communities that we serve and provide leadership as a member of the physician and university community.

MAIN ACCOUNTABILITIES:

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

Portfolio Responsibilities:

1. Directs and oversees the admissions team and the work of the MD Admissions Committee charged with the selection of candidates for the MD Program
2. Responsible for administering all applicable policies, processes and practices in medical student admissions
3. Recruits a diverse class of MD students consistent with the needs of the community while meeting or exceeding CACMS accreditation standards
4. Ensures admissions activities align with the strategic priorities of the Faculty of Medicine and Dentistry, the University, and the greater community

BUSINESS PLAN ACCOUNTABILITIES:

Strategic Initiatives:

1. Contributes to the FoMD Strategic Plan via inputs to the FoMD website, the Associate Dean, MD Program, and/or the Vice-Dean, Education, or others as appropriate
2. Working closely with the Associate Dean, MD Program, providing strategic leadership in admissions process improvement and policy development
3. Remains current on advances in MD admissions and pursues scholarly activities related to admissions work
4. Collaborates with colleagues involved in admissions from the other Canadian Universities and the AAMC.
5. Represents the U of A and actively engages in medical education forums, including the Canadian Conference on Medical Education and the Western Deans' meeting
6. Serves as a member of MD program leadership committees and task forces, as appropriate
7. Travels, as required, throughout the year for MD Program recruitment and establishes pathway programs to meet social accountability goals of the medical school

Responsibility:

The Assistant Dean, Admissions will have accountability to ensure the medical school meets or exceeds the Committee on Accreditation of Canadian Medical Schools (CACMS) Standards. Success will be measured but not limited to the following standards:

Standard 1.1.1 Social Accountability

A medical school is committed to address the priority health concerns of the populations it has a responsibility to serve. The medical school's social accountability is:

- a) articulated in its mission statement;
- b) fulfilled in its educational program through admissions, curricular content, and types and locations of educational experiences;
- c) evidenced by specific outcome measures.

Standard 3.3 Diversity Programs and Partnerships

A medical school in accordance with its social accountability mission has effective policies and practices in place, and engages in ongoing, systematic, and focused recruitment and retention activities, to achieve mission-appropriate diversity outcomes among its students, faculty, senior academic and educational leadership, and other relevant members of its academic community. These activities include the appropriate use of effective policies and practices, programs or partnerships aimed at achieving diversity among qualified applicants for medical school admission and the evaluation of policy and practices, program or partnership outcomes.

Standard 10: Medical Student Selection, Assignment, and Progress

A medical school establishes and publishes admission requirements for potential applicants to the medical education program, and uses effective policies and procedures for medical student selection, enrollment, and assignment.

10.1 Premedical Education/Required Coursework

Through its requirements for admission, a medical school encourages potential applicants to the medical education program to acquire a broad undergraduate education that includes the study of the humanities, natural sciences, and social sciences, and confines its specific premedical course requirements to those deemed essential preparation for successful completion of its medical curriculum.

10.2 Final Authority of Admission Committee

The final responsibility for accepting students to a medical education program rests with a formally constituted admission committee. The authority and composition of the committee and the rules for its operation, including voting privileges and the definition of a quorum, are specified in bylaws or other medical school policies. Faculty members constitute the majority of voting members at all meetings. The selection of individual medical students for admission is not influenced by any political or financial factors.

10.3 Policies Regarding Student Selection/Advancement and their Dissemination

The faculty of a medical school establish criteria for student selection and develop and implement effective policies and procedures regarding, and make decisions about, medical student application, selection, admission, assessment, advancement, graduation, and any disciplinary action. The medical school makes available to all interested parties its criteria, policies, and procedures regarding these matters.

10.4 Characteristics of Accepted Applicants

A medical school selects applicants for admission who possess the intelligence, integrity, and personal and emotional characteristics necessary for them to become competent physicians.

10.5 Technical Standards

A medical school develops and publishes technical standards for the admission of applicants and the retention and graduation of medical students.

10.6 Content of Informational Materials

A medical school's calendar and other informational, advertising, and recruitment materials present a balanced and accurate representation of the mission and objectives of the medical education program, state the academic and other (e.g., immunization) requirements for the degree of Doctor of Medicine and all associated joint degree programs, provide the most recent academic schedule for each curricular

option, and describe all required learning experiences in the medical education program.

10.7 Transfer Students

A medical school ensures that any student accepted for transfer or admission with advanced standing demonstrates academic achievements, completion of relevant prior required learning experiences, and other relevant characteristics comparable to those of the medical students in the class that he or she would join. A medical school accepts a transfer medical student into the final year of a medical education program only in rare and extraordinary personal or educational circumstances.

Specific Responsibilities:

1. Chairs the following standing committee:
 - MD Admissions Committee (policy/selection; two or more meetings per year)

Serves as a Member of the following committees:

 - MD Curriculum and Program Committee
 - Pre-clerkship Committee
 - Clerkship Committee
 - Assistant Deans Council
 - Indigenous Admissions Sub-Committee
 - Executive Operations (invited member)
 - Staff Operations (invited member)

2. Chairs and oversees the organization of the MD Admissions Committee and provides oversight to the various subcommittee(s) and working groups.
3. Works closely with the Admissions & Academic Records Coordinator and other support staff to administer the MD admissions process. Oversees the admissions process from application and evaluation to candidate selection and matriculation.
4. Ensures the accuracy of the University calendar and web pages regarding admissions requirements and ensures that admission activities are in alignment with the same.
5. Responsible for adhering to U of A admission policies and related CACMS standards for admission.
6. Ensures appropriate communication as required by the Dean; Vice Dean Education; Associate Dean Undergraduate Medical Education; the University; CACMS; Faculty Council; General Faculties Council; the community we serve; or as otherwise directed by the role. Prepares and presents an annual statistical report on the outcomes of the current application cycle to Faculty Council and as needed related to new initiatives requiring approval of Faculty Council (ie. Revisions of TOR, new admission pathways, eligibility criteria etc).
8. Oversees the admissions application system; publications; web pages; promotional materials, and communication strategies in relation to external agencies or for prospective and unsuccessful applicants.

7. Considers all special case admissions, applicants with disabilities, accommodations and any disputes from unsuccessful applicants. Advises and updates senior leadership on admissions related issues.
9. Actively engages in scholarship/research and publication related to the admission of medical students and the effectiveness of admissions process and outcomes. Remains up to date in the literature relevant to admissions, and abreast of national and international evolving approaches to medical school admissions.
10. Evaluates in collaboration with MDAC all requirements for admission, including residency and degree requirements; GPA; MCAT; Personal Activities; Situational Judgment Tests; and other requirements. Presents at GFC for any calendar changes required.
11. Investigates ways and means of improving the selection process, and presents these appropriately for consideration of approval by the MD Admissions Committee and Faculty Council.
12. Administer the medical school interview process including recruitment, orientation and training and evaluation of interviewers; provision of question calibration; presentation to candidates; and completion of a post interview assessment in relation to the interview process.
13. Attends regular meetings between the Associate Dean, MD Program, and student leadership, including representatives of the Medical Students' Association [MSA], Indigenous Medical and Dental Students (IMDSA); and the Black Medical Students Association (BMSA).
14. Develops recruitment and access initiatives directed at increasing diversity within the undergraduate student body.
15. Critically evaluates selection criteria in view of the social accountability inherent within Alberta's health care mandate.
16. The Assistant Dean Admissions acts as the Faculty lead for the MD AIDE initiative; the MD Ambassadors Program and other outreach activities.
17. In collaboration with the MD Admissions Committee and the Associate and Assistant Deans, develops and implements outreach activities and pathway programs for potential applicant cohorts in Alberta and Northern Canada, with the objective of further enhancing diversity including for black, indigenous, people of color, marginalized populations, and low socioeconomic sectors.
18. Attends and participate with the Associate Dean, MD Program in Leadership Forums that incorporates face to face meetings with MD students, years one to four.
19. Oversees entering awards for MD admissions.
20. Counsels senior medical students in relation to career planning and selection.

21. Carry out other projects and responsibilities as assigned by the Associate Dean, MD Program, Vice Dean Education, or the Dean, Faculty of Medicine and Dentistry.

Liases With:

- Associate Dean, MD Program
- Vice-Dean, Education, as needed
- Admissions and Academic Records Coordinator
- Assistant Deans within the MD Program
- Members of the Admissions Committee
- Members of the Indigenous Health Initiatives (IHI) program
- Equity, Diversity and Inclusivity Committee
- Assistant Registrar, Admissions, Office of the Registrar
- Director, Program Quality & Accreditation
- College of Physicians & Surgeons of Alberta (CPSA)
- U of A Accessibility Resources
- Medical Student Association (MSA)
- Indigenous Medical and Dental Students Association (IMDSA)
- Black Medical Students Association (BMSA)
- MDAIDE
- MD ambassadors
- The Association of Faculties of Medicine of Canada (AFMC)
- Admission offices at other Canadian Medical Schools

Preferred or essential skill sets: strong communication and conflict resolution skills, strong knowledge of governance and policy development, experience in diversity and equity work and experience as a physician member of the medical community and working with undergraduate medical learners.

Direct Reports:

None