

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; a third Term would require the incumbent to apply to a new open search and recommendation process.

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, coaching and mentoring, and excellent 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.

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 for credit by both the learner and preceptor and provide information on individual learning and teaching profiles)

Specific Responsibilities:

Develop and deliver a workshop series for clinical teachers, to include:

1. Peer observation and peer process
2. Resident as teacher
3. Integrated Clinical Clerkship
4. Promotion and tenure
5. Education dossier
6. Promotion of scholarship in educational administrative positions (e.g., Residency Program Directors)

Liases With:

- Office of Lifelong Learning (and Physician Learning Program) (and Associate Dean, Lifelong Learning (and Physician Learning Program)
- Faculty Evaluation Committee (FEC)
- 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

Committee Responsibilities:

1. Faculty Affairs Committee
2. Faculty Executive Council

Direct Reports:

Directors:

- a) Peer Consultation
- b) Mentorship
- c) Leadership
- d) TBD (Teaching Methods)