

POSITION DESCRIPTION**POSITION:** Deputy Dean

TERM OF APPOINTMENT: An initial five (5) years with the potential for renewal following discussion with the Dean, Faculty of Medicine & 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. The position is appointed by the Dean.

REPORTING TO: Dean, FoMD**PURPOSE:**

The Deputy-Dean manages the processes that effectively integrate the leadership roles / activities of the Dean's Executive Committee and facilitates the Faculty's mission "To serve the public with social accountability through partnerships, leadership, and innovation in education, research and health care." The Deputy-Dean works closely with the Dean FoMD to manage the academic and operational functions of the Faculty. This includes assistance in long-range planning, strategic decision making, and optimal resource allocation to best position the FoMD to deliver its mission. The Deputy-Dean is responsible for ensuring policies and processes are established, that they are operationalized, and to transparently and effectively accomplish:

1. Implementation of strategic plan
2. Resource allocation as per strategic plan through: annual budget and 5-year business plan; space planning; workforce planning and recruitment policy and procedures
3. Developing tactical responses to opportunities and threats for the FoMD

MAIN ACCOUNTABILITIES:**Portfolio Responsibilities:**

- Champions a culture of professionalism, excellence, continuous learning, inclusiveness, interdisciplinarity and innovation within the FoMD
- Provide strategic leadership and advice to the Dean and Faculty on academic issues
- To work with the Dean and leadership to develop tactical recommendations to address emerging opportunities and threats
- Supports the Dean in 5-year strategic planning process
- Supports implementation of the strategic plan and applies strategic plan to decisions affecting operational decisions.
- Helps to ensure that the planning and implementation of new programs, services and infrastructure are integrated with coordinated and supported by other processes and support services (e.g. budget, support staff)
- Provides indirect oversight to Department Chairs to ensure achievement of portfolio responsibilities
- Chair of Recruitment Planning & Priorities Committee (RPPC)
 - Leads Faculty process for workforce planning, develops recruitment policy. In consultation with the Dean reviews and approves requests to recruit –

which then require approval from Dean and Vice-Provost, College of Health Sciences. Approves candidates for recruitment.

- Chair Department Chair Committee (Clinical and Basic Science as well)
- Leads FoMD Dept Chair Search and Selection processes
- Co-Chair (with Zone Medicine Director), Clinical Department Chair searches
- Chair, Basic Science Department Chair searches
- Chair, Retreat Working Group (planning of Senior Leadership Retreat, biannually, spring and fall)
- Work with the Dean, Dean's Executive Committee, Department Chairs, Institute Directors to make daily operating decisions
- Member, Dean's Executive Committee
- Member (Ex-officio), College of Health Sciences Council of Deans, representing the FoMD
- Member (Ex-officio), Dean's Council, University of Alberta, representing the FoMD
- Coordinates selected reviews, representing the Dean, as designated
- In the absence of the Dean, represents FoMD for General Faculties Council (GFC)
- Serves as Dean's Alternate, Zone Medical Advisory Council
- Represent the Dean at their request or in their absence
- Create, in partnership with Alberta Health Services (AHS), an environment whereby health services delivery and the academic functions of teaching and research are optimized and of the highest quality
- Assist the Dean in fund-raising activities, as requested

BUSINESS PLAN ACCOUNTABILITIES:

Strategic Responsibilities:

- Maximizes and efficiently utilizes resources to achieve the FoMD Mission
- Supports the Dean in the on-going implementation and application of relevant components of the FoMD Strategic Plan

Other Specific Responsibilities:

- When required, represents FoMD at Stollery Foundation Board Meetings
- When required, represents FoMD at UAH Foundation Board Meetings

Liaises With:

- Research Institutes, other Faculties within the University, Alberta Health Services (AHS), the AMA, the CPSA, appropriate Ministries in the Provincial Government and national and international boards, agencies and committees, Provost's Office to build partnerships and advocate on behalf of the Faculty.