

**OVERARCHING POSITION DESCRIPTION
VICE-DEANS, FACULTY OF MEDICINE AND DENTISTRY****POSITION:** Vice-Deans**AUTHORITY:**

- **From PSLA¹:** “A dean may delegate any of the dean’s powers, duties and functions as the dean considers appropriate and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of sub-delegation.”
- **From CACMS²:** “A medical school has in place a sufficient number of vice, associate, assistant deans, or positions of an equivalent nature; leaders of organizational units; and senior administrative staff who are able to commit the time necessary to accomplish the missions of the medical school. ”

TERM OF APPOINTMENT: An initial five (5) years with the potential for renewal following discussion with 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. The process followed for the appointment of Vice-Deans is at the discretion of the Dean.

REPORTING TO: The Dean**PURPOSE:**

The Vice-Deans advise and assist the Dean in the delivery of activities within three portfolios, Faculty Affairs, Education, and Research. The Vice-Deans are leaders within

¹ PSLA: Post-Secondary Learning Act of Alberta

² CACMS: Committee on the Accreditation of Canadian Medical Schools. “The Committee on the Accreditation of Canadian Medical Schools (CACMS), working with the Liaison Committee on Medical Education (LCME) in the United States, ensures that Canadian Medical Faculties’ MD programs meet the quality expected when producing tomorrow’s doctors.”

their portfolios and represent the Dean and the FoMD in assuming a wide range of responsibilities, listed below.

LEADERSHIP

- Hold responsibility and authority at a leadership level for major Faculty Affairs, Education, or Research activities within the Faculty of Medicine and Dentistry (FoMD) and report directly to, and are accountable to, the Dean
- Provide strategic leadership and advice to the Dean and faculty on issues in their area of responsibility
- Provide leadership for his/her portfolio for input into, and implementation of, the Strategic Plan of the FoMD §
- Impart leadership in strategic planning within his/her portfolio, to promote success both within the University and in external relationships
- Represent the Dean in his/her absence, as delegated (in the role of Dean's delegate, may be bound by aspects of the Dean's Position Description)

RESEARCH AND SCHOLARLY ACTIVITY

- As appropriate, consider innovative approaches to Faculty Affairs, Education, and Research

ADVOCACY

- Represent the Faculty, within the parameters of their area, to senior administration within the University
- Build partnerships and advocate on behalf of the Faculty, with Institutes, the University, Alberta Health Services (AHS),³ the AMA, the CPSA, appropriate Ministries in the Provincial Government and national and international boards, agencies and committees

TEACHING AND LEARNING

- 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 (as appropriate for the portfolio)

³ NOTE: The term "Alberta Health Services (AHS)" is used in this document to indicate the current providers of health services relevant to the FoMD and the term will be revised (and/or will be assumed to have been revised) if the designation of the provider of health services changes. When referring to AHS, the term is meant to include Covenant Health, as applicable.

FACULTY AND STAFF RELATIONS

- Foster the development of leadership in their area (e.g., Associate and Assistant Deans including working with the Dean and others in the recruitment, appointment, mentoring, review, appointment end-date, etc for these positions)
- Serve as a non-voting Member, Faculty Evaluation Committee (FEC), as needed
- As needed, communicate relevant activities related to the conduct of the above-listed responsibilities and others herein, via the FoMD Communications Team

ADMINISTRATION

- Oversee the development and maintenance of Faculty committees within their portfolio
- Serve as a Member of the Dean's Executive Committee (DEC)
- Have supervisory and evaluation roles over Associate or Assistant Deans and/or Directors within their portfolio, where appropriate
- Specific to the evaluation role, the Vice-Deans annually provide a full evaluation of the Associate Deans and direct report Assistant Deans under their portfolio to the appropriate Department Chair. The appropriate position description guides this evaluation. The evaluation forms an essential part of the associate dean's or assistant dean's annual report to FEC for merit consideration, and/or promotion package (See Appendix 2 for template letter outlining this process)
- In concert with the Dean's Executive Committee (DEC), monitor the portfolio's strategic directions and the alignment with those of the FoMD, the University and, where appropriate, with Departments, Institutes, Alberta Health Services (AHS) and other partners
- Contribute to the development and implementation of policy via participation on the Dean's Executive Committee (DEC) and other committees through their portfolio
- Hold budgetary responsibility and authority for their areas

UNIVERSITY RELATIONS AND ADVANCEMENT

- Assist the Dean in fund-raising activities, as requested
- Represent the Faculty, within the parameters of their area, to senior administration within the University
- Establish and maintain portfolio-specific partnerships that advance the FoMD Mission

ADDITIONAL RESPONSIBILITIES SPECIFIC TO DISCIPLINE

FoMD Vice-Dean
Position Description

- Assume other duties as assigned by the Dean
- More specific portfolio-based Position Descriptions for each of the Vice-Deans, appear in **Appendix 1**.

See link to Strategic Plan of the FoMD on the Faculty Home Page