



Dean’s Executive Committee

Most Recent Approval Date: October 2, 2023

Most Recent Editorial Date: March 1, 2024

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| Office of Accountability: | Dean Faculty of Medicine & Dentistry |
| Office of Administrative Responsibility: | Dean |
| Approver: | Dean’s Executive Committee |
| Scope: | Terms of Reference. Compliance with University policy extends to all members of the University community. |

This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.

1. OVERVIEW

The Dean’s Executive Committee advises the Dean and the Faculty.

Purpose

As an advisory committee to the Dean of the Faculty of Medicine and Dentistry, the purpose of the Faculty of Medicine and Dentistry Dean’s Executive Committee (DEC) is to:

- ensure that the Faculty fulfills its mission by dealing effectively with ongoing management issues impacting the organization and ensuring that there is effective communication between the operating units and the Dean’s Office.
- develop, track, and oversee the consideration, approval & adoption of actions presented to the dean's office, either by the recommendation / motion of one of the FoMD's standing advisory committees (i.e., FRC, FLC, FSC, etc.) or by general faculty members.

The DEC achieves its stated purpose (at the discretion of the DEC chair) by consensus. Issues may be taken to the FoMD Faculty Council or the Chairs' Committee, as appropriate.

In some cases, such delegation may be for the purpose of discussion of the Faculty Council and / or Chairs Committee, with final approval upon return of the actionable issue to the DEC.

2. RESPONSIBILITIES

The DEC shall:

- 2.1 Advise on strategic priorities and tactical directions;
- 2.2 Advise and approve the annual operating budget;
- 2.3 Assign accountabilities to specific individuals for specific elements of the comprehensive institutional plan;
- 2.4 Establish regular review of progress reports on assigned responsibilities for comprehensive institutional plan implementation;
- 2.5 Advise regarding operational issues impacting the Faculty; as appropriate, develop and implement strategies in response to said issues;
- 2.6 Receive regular reports from standing committees and directors that report to the Dean, and from other constituencies as needed
- 2.7 Approve changes to Terms of Reference of Faculty standing committees;
- 2.8 Liaise with Faculty Council, Chairs Committee, and Executive branch of Alberta Health Services.

3. COMPOSITION

Chair: Dean, Faculty of Medicine & Dentistry

Ex-Officio (Voting):

Deputy Dean
Vice Dean, Faculty Affairs
Vice Dean, Education
Vice Dean, Research, Basic
Vice Dean, Research, Clinical
Senior Associate Dean, Dental
Senior Finance Partner
Assistant Dean, Development
Faculty General Manager

4. MEETINGS

- 4.1 Meetings will be held bi-weekly as the Dean's schedule permits.

4.2 Minutes of DEC (with related actions) will be kept and distributed to the committee membership electronically.

5. **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

| Defined Term | |
|---------------------|--|
| | There are no definitions for this Policy |

6. **RELATED LINKS**

No Related Links for this Procedure

Dean's Executive Committee Membership List

Current as of March 1, 2024

| POSITION | MEMBER(S) | TERM |
|---------------------------------|-------------------|-------------|
| Chair, Dean of FoMD | Brenda Hemmelgarn | Ex officio |
| Deputy Dean | Tom Stelfox | Ex officio |
| Vice Dean, Faculty Affairs | Dennis Kunimoto | Ex officio |
| Vice Dean, Education | Shirley Schipper | Ex officio |
| Vice Dean, Research, Basic | Richard Lehner | Ex officio |
| Vice Dean, Research, Clinical | Neesh Pannu | Ex officio |
| Senior Associate Dean Dentistry | Paul Major | Ex officio |
| Senior Finance Partner | Wendy Nickolson | Ex officio |
| Assistant Dean, Development | Kim Falconer | Ex officio |
| Faculty General Manager | Asha Rao | Ex officio |