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**FOMD Staff Advisory Team (Administrative and Support Staff)****Faculty of Medicine & Dentistry, University of Alberta****Terms of Reference**

(October 28 2020)

**Purpose**

The UAlberta is undergoing transformation of its administrative services and academic structure. The [Service Excellence Transformation \(SET\) program](#) was established to oversee the changes to administrative service delivery with concentrations on the following streams of work:

- Examining administrative functions, whether done centrally or in the faculties
- Redesigning services and processes, with a focus on achieving economies of scale and specialization
- Redesigning procurement practices, including consolidation of suppliers and implementation of a strategic procurement framework
- Reviewing our current approach to space and facilities and accelerate plans to use space and facilities more efficiently

At an institutional level the UAlberta established a [Staff Advisory Team](#) as a consultative process for staff to provide feedback to both administrative and academic restructuring.

In the Faculty of Medicine & Dentistry (FOMD), the Chair's Service Transformation Working Group was established to oversee academic and department restructuring, as well as implementation of the SET initiative. The **FOMD Staff Advisory Team** (administrative and support staff) will inform the activities within the FOMD, similar to the process for the Staff Advisory Team at the institutional level. **The FOMD Staff Advisory Team will receive and share information, put forward and discuss suggestions and solutions, and be a forum for contributing to how FOMD can best manage the service transformation.**

**Scope of work**

The FOMD Staff Advisory Team will report to the Chair's Service Transformation Working Group as well as the Dean's Executive Committee. The scope of work will include:

- Identifying SET program issues relevant to staff
- Identifying academic restructuring issues (academic units and Departments) relevant to staff
- Proposing solutions to key issues affecting staff to ensure successful delivery of the academic restructuring and SET initiative
- Providing advice and perspectives related to administrative service delivery and academic restructuring
- Providing input and advice on communications for staff

**Composition of the FOMD Staff Advisory Team**

The FOMD Staff Advisory Team will include administrative and support staff, selected to ensure coverage of all areas of the FOMD. It will be comprised of:

- Chair
- Facilitator with experience in change management
- Up to 15 staff members (total) including membership from academic units and Departments representing basic science department, clinical science department (AMHSP), clinical department (non AMHSP), office of education, office of research, office of the dean, institutes, and support units.

- A member of the SET program team
- The Chair or Co-chair of the Chair's Service Transformation Working Group

### **Membership and Selection Process**

Representation: Members will represent their respective units and will provide their perspective to the project from a Faculty- and Institution-wide perspective. All reasonable attempts will be made to ensure membership is representative, diverse, inclusive and equitable. The Chair and the Facilitator with experience in change management will be appointed by the Dean.

Selection:

- Membership will be sought through self-nomination Expressions of Interest (EOIs) EOIs will be submitted to the Dean's Office and will include why the individual is interested in participating.
- If a large number of EOIs are received, lists will be provided to the Departments or Support / Academic Units for their ranking.
- The ranked list will then be reviewed by the Chair's Service Transformation Working Group, and in consultation with DEC, Staff Advisory Team members will be appointed to provide:
  - An appropriate blend of Department, Support / Academic Unit membership and levels of hierarchy
  - A broad understanding of the operations of the FOMD
  - Membership in alignment with the University's EDI strategic plan
  - Representation from NASA and AASUA staff (including but not limited to APOs, TLAPs, TRAS and MAPS).

***Staff Advisory Team terms will be for one year.***

### **Meetings**

It is anticipated that the FoMD Staff Advisory Team will meet monthly for one hour.

### **Agendas & Minutes**

Agendas and minutes will be provided to the Staff Advisory Team before and after each meeting. Minutes from meetings will be tabled at the Chairs Service Transformation Working Group and Dean's Executive Committee.