

**POSITION DESCRIPTION
DEAN, FACULTY OF MEDICINE AND DENTISTRY****POSITION:** Dean**AUTHORITY:**

From PSLA¹: “A dean of a faculty has general supervision over and direction of the academic work and instructional staff of the faculty and of the officers and employees employed in connection with that work, and has the other powers, duties and functions that are assigned to the dean by the president.”

From CACMS²: “The dean of a medical school is qualified by education, training, and experience to provide effective leadership in medical education, scholarly activity, patient care, and other missions of the medical school.

The dean of a medical school has sufficient access to the university president or other institutional official [e.g., Provost and Vice-President {Academic}] charged with final responsibility for the medical education program and to other institutional officials in order to fulfill his or her responsibilities. The dean’s authority and responsibility for the medical education program are defined in clear terms.”

TERM OF APPOINTMENT: As Approved by the Board of Governors**REPORTING TO:** Provost and Vice-President (Academic)**PURPOSE:**

Reporting to the Provost and Vice-President (Academic), the Dean is responsible for the leadership and administration of all aspects of the operations of the Faculty, including budget and fund development. In addition to the role of senior officer of the Faculty, and a member of Deans’ Council, the Dean is a senior administrator of the University. The Dean fosters an environment in which world-leading research and excellence in teaching and engaged scholarship flourish. As the face of the Faculty, the Dean is champion of curricular initiatives, research, and scholarship, professional training, global outreach, and recruitment of high-quality faculty and student talent. The Dean cultivates an environment in which students, faculty and staff thrive.

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.” The LCME is sponsored by the American Association of Medical Colleges (AAMC) and the American Medical Association (AMA).

LEADERSHIP

- Has the authority and responsibility for the medical education program (*i.e.*, is the chief academic officer for the MD program) and overall responsibility for the programs of the School of Dentistry, Medical Laboratory Science and Radiation Therapy
- Demonstrates a high level of personal and professional integrity and commitment to the University and its values. Sets the appropriate “tone at the top” by modeling ethical, respectful and collegial conduct
- Inspires a shared vision of the Faculty in support of the University’s Mission and Values.
- Ensures the development and implementation of a Strategic Plan § and Business Plan including the establishment of strategic priorities and an accountability framework
- Within the Strategic Plan, develops, implements and monitors an effective research strategy for the Faculty
- Through an inclusive consultation and decision-making process, is a leader in the academic planning process for the Faculty, initiating discussion, defining priorities, and developing and articulating the vision.
- Communicates the Faculty’s vision to the senior administration of the University to enhance understanding and build support for the Faculty’s unique place within the University community; keeps the President and Provost and Vice-President (Academic) advised of issues strategic to the Faculty and University.
- Develops and leads a strong team of faculty and staff who support the development and implementation of frameworks, policies and initiatives that foster a culture of excellence, innovation, collaboration, engagement, commitment, responsibility and accountability throughout the Faculty of Medicine and Dentistry.
- Promotes opportunities for cross-collaboration with other programs across the University to tailor multidisciplinary programs that serve regional needs, increase the commercialization of research and technology, and provide global access through distance education.
- Contributes to effective, collaborative relations with staff and student associations.
- Supports the development of leadership skills within the Faculty; on an on-going basis, considers and consults regarding possible internal and/or external succession to Faculty leadership positions, as appropriate
- Provides strong leadership within a shared-governance structure. Builds trust through openness and transparency while making difficult decisions needed to move the Faculty forward.

RESEARCH AND SCHOLARLY ACTIVITY

- Demonstrates sound intellectual leadership.
- Promotes excellence and integrity in research and scholarly activity, and fosters a climate that encourages and motivates faculty and staff to creatively identify and pursue excellence.

FoMD Position Description: Dean

- Works to increase research funding support from international, federal and provincial agencies, while demonstrating resourcefulness and creativity in identifying alternative funding sources in collaboration with the Vice-President, Research.
- Plays a key role in developing research contracts, exchanges and collaborative initiatives with other local, provincial, national and international institutions.
- Fosters and encourages a high level of research productivity within the Faculty by further enhancing and developing research infrastructure and supporting faculty efforts to obtain and maintain sponsored research funding.

ADVOCACY

- Builds effective relationships, promotes and advocates for the Faculty to a broad spectrum of constituents, including senior administration, faculty members, students, other community leaders, agencies and key institutions regionally, nationally and internationally.
- Establishes meaningful mechanisms for engaged scholarship with the community in the development of academic programming, research initiatives, and student mentorship, guidance and retention.
- Builds partnerships and advocates on behalf of the Faculty with Alberta Health Services (AHS)³, the Provincial Government and national and international boards, agencies, and committees

TEACHING AND LEARNING

- Leads the academic planning process for the Faculty and supports curriculum development in line with the University's overall programming.
- Promotes excellence and integrity in pedagogical activity and fosters a climate that encourages faculty and staff to creatively identify and pursue excellence in teaching and research.
- Works with faculty, staff and students to build strategic recruitment and retention plans.
- Shapes attitudes and culture in ensuring the effective deployment of professional development programs and recognition of responsibilities for social accountability

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

- Plans and prioritizes human resource needs for the Faculty of Medicine and Dentistry and establishes strategies to enhance its ability to compete in the recruitment of high-caliber faculty and staff.
- Makes initial appointments and re-appointments, and recommendations for tenure and promotion.
- Gives final approval for appointments and start- and end-dates for Vice-Deans, Associate Deans, and Assistant Deans
- Approves Faculty appointments and evaluations; chairs the Faculty Evaluation Committee (FEC)
- Is accessible and fair in dealing with personnel issues, and follows effective, transparent processes.
- Builds an environment of collegiality in which faculty, students and the broader community jointly participate in, and benefit from, the unique nature of the Faculty.

ADMINISTRATION

- Ensures compliance with University policies and procedures.
- Oversees the preparation, management and monitoring of the planning and budgeting processes within the Faculty. Demonstrates financial acumen in preparing, managing and balancing budgets; ensures fiscally responsible use of funds and transparent financial processes.
- Ensures the effective and efficient use of resources (human, financial, information, and material).
- Exercises good judgment in the management of change and risk.

UNIVERSITY RELATIONS AND ADVANCEMENT

- Takes a leadership role in Faculty Communications and Advancement (Fundraising & Development) and represents the Faculty in these endeavors.
- Attracts partnerships and hence, resources, by building stronger linkages with the local, national and international community, education and research institutions, governments, non-governmental organizations and the private sector. Pro-actively looks for new challenges and funding sources to foster and facilitate excellence.
- Attracting resources to the Faculty from government, philanthropy and other programs is a high priority for the Dean. Working with the University's advancement professionals, leads the Faculty's fund development activities by leveraging existing partnerships, and creating and nurturing new ones. Acts as steward of gifts granted to the Faculty.

ADDITIONAL RESPONSIBILITIES SPECIFIC TO DISCIPLINE

- Develops and fosters strong and constructive linkages with Alberta Health Services (AHS) to ensure the presence of an optimal environment for the education, research, clinical care delivery, administration and other services that involve the FoMD and its students, staff and faculty.
- Responsible for leading the preparation of the accreditation self-study and managing the accreditation process in the Faculty.
- Provides a positive and supportive environment for people from all backgrounds in which to work and study, recognizing especially the diverse personal and intellectual cultures; works toward increasing faculty, staff and student representation from under-represented groups.
- Responsible, as a member of the Health Sciences Council, in creating opportunities for interdisciplinary health sciences scholarship at the University.
- Shapes attitudes and culture in ensuring the effective deployment of professional development programs
- Plays an integral role in recruitment of strategic leadership (including but not restricted to Basic Chairs, Clinical Chairs/Chiefs, Endowed Chairs, Research Chairs, *etc*), including:
 - Oversight of selection committee composition
 - Chairing or delegation of chairing of selection committee
 - Responsibility for adherence of selection process to Collective Agreement (or comparable document)
 - Presentation of position expectations to the selection committee
 - Achievement of mutual agreement with the appropriate partner (Alberta Health Services [AHS], *etc*) leadership with respect to the terms of the letter of offer (*e.g.*, joint appointments, *etc*), including expectations, resource allocations, and performance metrics determinations
 - Preparation of, or where appropriate, participation in, letter of offer

Specific Responsibilities:

- Finalizes Agenda and Chairs Dean's Executive Committee (DEC), Chairs' Committee, Faculty Executive Committee and Faculty Council
- Has general overall Faculty responsibility for dealing with student/trainee academic offenses and disciplinary matters

From PSLA: "Each University must have a Deans' Council..."

- Represent the Faculty's interests on Deans' Council
- Attends and/or delegates attendance at General Faculties Council (GFC)

Liases With:

- Members of the Dean's Executive Committee (DEC)
- Department Chairs
- The Faculty Community
- The University of Alberta Community
- Alberta Health Services (AHS)
- The Government of Alberta and the Federal Government
- Granting Councils and Agencies
- Professional and Licensing Organizations
- Allied Organizations
- The Community-at-Large

Direct Reports:

- Vice-Deans
- Chief Operating Officer
- Senior Associate Dean, Dentistry
- Assistant Dean, Advancement
- Department Chairs
- Institute Directors
- Executive Assistant
- Director, International Affairs



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