

**OVERARCHING POSITION DESCRIPTION
INSTITUTE DIRECTORS, FACULTY OF MEDICINE AND DENTISTRY
Supplemented by individual position descriptions for each Institute (Appendix 1)**

POSITION: Institute Directors

AUTHORITY: From the PSLA:* “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.”

Under the authority of the PSLA, “the University of Alberta may create academic centres and institutes which shall engage in scholarship and carry forward the mission of the University through specific attention to an area of study or research.” (UofA Centres and Institutes Policy)

*PSLA: Post-Secondary Learning Act of Alberta

TERM OF APPOINTMENT: Three or five years with the potential for renewal following discussion with the Vice-Dean, Research and the Dean, Faculty of Medicine and Dentistry (FoMD), the length of the second term to be dependent upon the needs of the Institute, the Faculty and the incumbent. Following a second term, the position will be subject to a search and selection process to which the incumbent may apply. The process followed for the appointment of Institute Directors is at the discretion of the Dean and may include a Search and Selection process and may involve other relevant parties.

REPORTING TO: The Dean or Vice-Dean Research
Secondary reporting to an Oversight Board and/or the reporting of activities to other Deans or to Department Chairs

PURPOSE: The Institute Director provides overall leadership for the research and other scholarship encompassed by the range of interdisciplinary and multidisciplinary activities included in the Institute’s endeavours

MAIN ACCOUNTABILITIES:

General Responsibilities: Listed below in the *2017 FoMD Position Description: Institute Directors*

Portfolio Responsibilities:

1. Provide leadership in the realization of the mission, annual activity plans and strategic initiatives of the Institute
2. Where a contract/agreement exists, fulfill the Terms defined therein
3. Are viewed as internationally recognized experts in the discipline(s) represented in the mission of the Institute and promote the Institute on that basis

BUSINESS PLAN ACCOUNTABILITIES:**Strategic Initiatives:**

1. Guide the Institute's strategic planning processes, in cooperation with the Dean, and oversee the implementation of the Institute's plans
2. Ensure that the Institute's values, planning and programs contribute to the Faculty's Strategic Plan §
3. Consult with, and are available for consultation by, the Dean to ensure that the Institute's work is consistent with the larger aims of the Faculty in driving for excellence
4. Provide leadership in envisioning how the Institute is to fulfill its mission
5. Oversee the content of the description of Institute's programs and policies, along with other materials publicizing and promoting the Institute's work, including the annual report of the Institute, where applicable
6. Lead the identification, establishment and maintenance of partnerships that will enhance the mission of the Institute
7. Represent the Institute, within the parameters set by the Dean, to senior administration within the University and to external stakeholders (e.g., Alberta Health Services [AHS], Foundations)¹, as appropriate

Specific Responsibilities:

1. Work to build a cohesive Institute by promoting a positive, supportive climate with good morale, cooperation and collegiality
2. Model and foster good communication (timely and sensitive, as appropriate) within the Institute (e.g., to ensure an effective downward flow of information)
3. Serve as an advocate to the Dean and other administrators with regard to Institute matters
4. Work with appropriate Faculties and Departments in the recruitment, evaluation, and promotion of Institute members
5. Work with relevant Faculties and Departments in providing high-quality undergraduate and graduate education and post-doctoral training opportunities
6. Promote research that is internationally recognized and competitively funded
7. Encourage research projects from basic discovery/pre-clinical (translational) research that increase organizational competitiveness for major/team grants

¹ 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.

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8. Develop a seminar series or similar educational opportunities for Institute members
9. Are responsible for overseeing the day-to-day work of the Institute
10. Oversee the budgeting process on a yearly basis, and maintain the budget over the course of each year
11. Ensure that Institute resources are being used effectively and funds spent in accordance with the Institute's overall mission
12. Assume fiscal accountability to the Chief Operating Officer (COO) and the Dean or delegate
13. Play a key role in working with the FoMD and Central UofA Advancement, for fund-raising
14. Retain Active Leadership Roles in Original Scholarly Pursuits
 - a. Fulfill the requirements of their appointment within a Department
 - b. Maintain teaching, research, administration, other service activity, and, where applicable, engage in the practice of their profession, at a level sufficient to remain in an active leadership role in the discipline

Liase With:

The Dean, FoMD
 Vice Dean Research, FoMD
 Oversight Committee
 Other Deans, as applicable
 Department Chair(s), as applicable
 Members of governance Board, as applicable
 Members of funding Foundations, as applicable
 Members of Alberta Health Services (AHS), as applicable



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

Date of Most Recent Review and Updates to this Position Description: March 7, 2017

See Position Descriptions for Institute Directors of individual Institutes, in Appendix 1