

FACULTY AFFAIRS

POSITION: Associate Dean, International Relations 0.3FTE

TERM OF APPOINTMENT:

Three (3) years with the potential for renewal following discussion with the Vice-Dean and the Dean, Faculty of Medicine and Dentistry (FoMD), the length of the second term to a maximum of 5 years to be dependent upon the needs of the program, the Faculty and the incumbent; a third Term would require the incumbent to apply to a new open search and recommendation process.

REPORTING TO: Vice-Dean, Faculty Affairs

PURPOSE:

International Relations spans all aspects of the domains of education, research, and service delivery, including the Faculty culture therein. Effective management of International Relations may encompass adult education, coaching and mentoring, and excellent relationships with faculty and staff. International Relations provides leadership and support to ensure that the Faculty's international engagement activities are effective and contributing to the achievement of the Faculty's and University goals and targets. The Associate Dean also provides leadership and guidance to senior administration in the execution of the institution's internationalization strategy.

The Associate Dean position plays a key role in assisting the Dean and Vice-Deans with international activities, such as managing institutional agreements, linkage policy, procedures and database systems. The position will be in charge of managing special projects and will oversee, improve and coordinate any activities relating to major functions and international visitors to FoMD.

MAIN ACCOUNTABILITIES:

General Responsibilities: Listed in the *2017 FoMD Overarching Position Description: Associate Deans*

Portfolio Responsibilities: The Associate Dean will:

1. Direct and plan Faculty's international engagement strategies around key regions

Activities include:

- Lead business and strategic planning activities for International Relations in the Faculty of Medicine & Dentistry
- Plan and monitor progress on country/region strategies and make adjustments as necessary.

- Conduct regular meetings with the Dean, Vice deans and central units including University International, FGSR, and the Office of the Registrar to ensure interests are being represented in International activities.
- Provide due diligence oversight on international engagement/activities/projects for the Faculty, including international risk assessment and mitigating strategies.
- Advise on choice of priority countries and institutions; and advise the Vice Dean/Dean on policies.
- Ensure effective and efficient coordination of international missions and visits including preparation of detailed itineraries, logistics and briefing information to meet set objectives.
- Coordinate and communicate international activities between various areas such as UME, PGME, Research, Departments etc

2. Key liaison to provide direction, guidance and advice to Departments, Centers & Institutes within the Faculty as well as across campus as required

Activities include:

- Provide advice and assistance to departments and programs in the development of their internationalization plans and policies
- Design and supervise faculty-specific support for international engagement.
- Assess opportunities for collaboration with international institutions.
- Facilitate the creation of interdisciplinary /intra-faculty groups to participate in international projects and activities.
- Assist the faculty in developing improved planning and monitoring of international engagement.
- Brief new Chairs, Associate Deans and senior administrators on existing international projects and activities.
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3. Ensure Data collection and data management on International activities

Activities include:

- Ensure maintenance of up-to-date records on international activities including but not limited to U of A international agreements, contact information and records of activity for international partners, foundations and government departments and agencies.
- Provide intelligence for the senior administration in building alignment of faculty engagement
- Liaison with other Faculties of Medicine from Canadian Universities for benchmarking purposes and to build collaborative models for international engagement.

- Works seamlessly with central International Relations to Ensure up-to-date information is available on education systems, policy, economic and security issues in identified regions to guide and support strategic planning for international engagement.
- Ensure accurate protocol information is available and provided to participants in missions and visits and in particular high level visits (such as royalty, foreign dignitaries, ambassadors etc.)

4. Development, maintenance and effective utilization of network contacts

Activities include:

- Develop and maintain working level relations with international partner institutions in target regions of the world and facilitate communications of same.
- Develop and maintain relations with government officials in municipal, provincial and federal government departments and agencies in Canada as relevant to the University's internationalization interests, to promote international strategic goals.
- Manage a network of key university partnerships and international funding agencies (e.g., Li Ka Shing Foundation) and maintain contacts with a significant number of foreign governments, associations and agencies.
- Ensures all services and initiatives are delivered according to best practice and established standards.
- Undertakes special projects as assigned by the Vice Dean/Dean.

BUSINESS PLAN ACCOUNTABILITIES:

Strategic Initiatives:

- Lead Faculty planning and implementation for a strategic plan for International relations that would be consistent with the University and FoMD strategic plan
- Develop the strategic plan such that it will enhance the FoMD international reputation
- Develop a business plan to support the internationalization strategic plan that will result in overall income generation but must contain elements of social accountability to developing nations

Liaises With:

- UME Associate dean
- PME Associate dean
- Associate Dean, Graduate Studies
- Associate Dean, Clinical Faculty
- Vice Dean Research
- Vice Dean Education
- Senior Associate Dean, Dental Affairs
- UAI

Committee Responsibilities:

1. Faculty Affairs Committee
2. Faculty Executive Council

Direct Reports:

FoMD International office: Coordinator and program assistants