

**OVERARCHING POSITION DESCRIPTION
ASSOCIATE DEANS, FACULTY OF MEDICINE AND DENTISTRY****POSITION:** Associate Deans**AUTHORITY:**

- **From PSLA¹:** “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.”
- **From CACMS²:** “A medical school has in place a sufficient number of vice, associate, assistant deans, or positions of an equivalent nature; leaders of organizational units; and senior administrative staff who are able to commit the time necessary to accomplish the missions of the medical school. ”

TERM OF APPOINTMENT:

Typically 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 be dependent upon the needs of the program, the Faculty and the incumbent.

REPORTING TO: Vice-Dean for the Portfolio**PURPOSE:**

The Associate Deans of the Faculty of Medicine and Dentistry support and assist the Vice-Deans (and the Dean) in fulfilling portfolio-based roles in advancing the mission of the Faculty.

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.”

MAIN ACCOUNTABILITIES:

General Responsibilities: As listed below in this *2017 FoMD Over-arching Position Description: Associate Deans*

Portfolio Responsibilities:

1. Report to the corresponding Vice-Dean although in some circumstances, report to the Dean
2. Will hold prescribed responsibility and authority at a leadership level for a major education, research or administrative program within the Faculty including facets of the accreditation of those programs, if applicable
3. Represent the Faculty and serve on any committees that are appropriate for advancement of the faculty, staff or students within their portfolio, as delegated by the Vice-Dean
4. Represent the Faculty, within the parameters of their program, to senior administration within the University
5. Assess challenging situations that may arise within their portfolio and provide action recommendations to the Vice-Dean, as needed

BUSINESS PLAN ACCOUNTABILITIES:

Strategic Initiatives:

1. Will have strategic responsibilities for their program and contribute to the Faculty's Strategic Plan³
2. Participate in the formation and promotion of the Vision and Mission of the FoMD
3. Contribute to the development and implementation of policy via the Vice-Dean and his/her participation on the Dean's Executive Committee (DEC)
4. Have a direct role in nurturing good faculty relationships and, for the education and graduate student areas, adopting best pedagogical practices
5. Promote and encourage research and other scholarly activities, and innovation, within their portfolio, as appropriate
6. Represent the Faculty, within the parameters of their program, to external stakeholders including Government Ministries, Alberta Health Services (AHS³), Alberta Innovates (AI), and national organizations (e.g., Association of Faculties of Medicine of Canada [AFMC], Canadian Institutes of Health Research [CIHR], Royal College of Physicians and Surgeons of Canada [RCPSC]), as delegated

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.

Specific Responsibilities:

1. Often will have supervisory roles over Assistant Deans and/or Directors
2. Have a specific evaluation role with respect the Assistant Deans and Directors they supervise. The Associate Deans annually provide a full evaluation of the Assistant Deans and Directors under their portfolio to the appropriate Department Chair. This evaluation is based on the position description associated with the Assistant Dean or directors' role. The evaluation will form an essential part of the Assistant Dean or Directors' annual report to FEC for merit consideration, and/or promotion package.
3. Have a direct role in staff development ensuring that such development is goal-orientated and positive (e.g., for Assistant Dean, support staff, etc)
4. Most hold budgetary responsibility and authority
5. Represent the Vice-Dean (or Dean) in his/her absence, or otherwise, as delegated
6. Assist the Dean and/or Vice-Dean with FoMD fund-raising, as requested
7. Assume other duties as assigned by the Vice-Dean or Dean

Liaises With:

- Members of the Dean's Executive Committee (DEC), as needed

Direct Reports:

- Assistant Dean(s), as applicable
- Directors, as applicable
- Support Staff, as applicable



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

See Position Descriptions for portfolio-specific Associate Deans, in Appendix 1