

I. POSITION DESCRIPTION**POSITION: Vice-Dean, Faculty Affairs**

TERM OF APPOINTMENT: An initial five (5) years with the potential for renewal following discussion with the Dean, Faculty of Medicine & Dentistry (FoMD); the length of the second term to be dependent upon the needs of the program, the Faculty and the incumbent, to a maximum of 5 years.

REPORTING TO: The Dean

PURPOSE:

The Vice-Dean, Faculty Affairs, assumes responsibilities delegated by the Dean in the general area of Faculty governance, academic issues, and Faculty interactions with entities internal to the University as well as with a number of organizations external to the University. The Vice-Dean, in this leadership position, oversees a number of administrative and relationship matters that advance the academic and service Mission of the Faculty “To serve the public with social accountability through partnerships, leadership and innovation in education, research and health care”.

MAIN ACCOUNTABILITIES:

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

Portfolio Responsibilities:

1. Serves as FoMD lead on Academic Medicine and Health Services Program (AMHSP) review, new initiatives and implementation
2. Provides leadership and guidance for faculty and staff development, including creating a culture of well-being in the FoMD
3. Provides leadership and guidance for the equity, diversity and inclusion in the FoMD, and ensures alignment with the College of Health Sciences and University of Alberta
4. Provides leadership and guidance for Office of Professionalism, Office of International Programs, Faculty Development, Clinical Faculty and PLP Lifelong Learning
5. Administers/mediates academic disputes and appeals for faculty members
6. Coordinates selected reviews, representing the Dean, as designated
7. Administers all aspects of FoMD Faculty Council Meetings
8. Administers and provides oversight and guidance for all aspects of FEC

9. Chairs FoMD Nominating Committee
10. Chair, Faculty Space Committee
11. Member, Dean's Executive Committee (DEC)
12. Administers Elections for FoMD Standing Committees
13. Represents FoMD on the AMA Academic Council
14. Represents FoMD at the AMA Representative Forum
15. Represents FoMD at the Dean's request

BUSINESS PLAN ACCOUNTABILITIES:

Strategic Responsibilities:

1. Champions a culture of professionalism, excellence, continuous learning, inclusiveness, interdisciplinarity and innovation within the FoMD.
2. Maximizes and efficiently utilizes resources to achieve the FoMD Mission
3. Leads in the on-going implementation and application of relevant components of the FoMD Strategic Plan

Liaises With:

1. Those entities listed above in the *2017 FoMD Overarching Position Description: Vice-Deans*
2. Provost's Office
3. Faculty Relations

Direct Reports:

1. Associate Dean, PLP Lifelong Learning
2. Associate Dean, Clinical Faculty
3. Associate Dean, Faculty Development
4. Associate Dean, Professionalism
5. Associate Dean, International Relations
6. Assistant Dean, Faculty Wellness
7. Director of John Dossetor Health Ethics Centre
8. Director Alberta Institute, WMU
9. Chief Wellness Officer (jointly with Vice-Dean Education)
10. Assistant Dean, EDI