

POSITION DESCRIPTION
EQUITY DIVERSITY INCLUSION LEAD

PORTFOLIO: Faculty Affairs

POSITION: Equity Diversity Inclusion Lead (0.3 FTE)

TERM OF APPOINTMENT:

Three (3) years with the potential for renewal following discussion with the Associate Dean and/or 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, to a maximum of 5 years.

REPORTING TO: Vice-Dean, Faculty Affairs

PURPOSE:

The Lead provides leadership in the FoMD in the areas of Equity, Diversity and Inclusion (EDI).

MAIN ACCOUNTABILITIES:

Portfolio Responsibilities:

1. Ensure that the FoMD has EDI guidelines and procedures in place for its students, faculty and staff, that are aligned with those adopted by the University of Alberta, and are consistent with the accreditation standards of the relevant accrediting bodies of the FoMD.
2. Ensure that FoMD clearly articulates its expectations of the FoMD's academic community within the context of local and national standards and practices regarding EDI .
3. Periodically reviews and supports processes and performance of FoMD with regard to EDI, and recommend actions to the Faculty.
 - a. Develop actionable objectives for EDI in FoMD;
 - b. Utilize metrics and measures to assess how FoMD is moving forward in achieving its EDI aim; and,
 - c. Support the development of evidence-based strategies for EDI work in FOMD
4. Engage in ongoing systematic and focused efforts to offer opportunities which attract and retain faculty and staff to this academic community, with an emphasis on enhancing the diversity cohorts prioritized by the university and the Faculty.
5. Develop, maintain and support EDI programming in the FoMD; implement new initiatives and programs as appropriate with the goals of:

FoMD Position Descriptions:

- a. Creating a socially equitable, diverse and inclusive organization;
 - b. Promoting cultural competence attributes and principles for health care in a diverse society; and
 - c. Fostering academic leadership in related scholarly activities.
6. Align EDI work with AHS and other partner organizations as appropriate

ACCOUNTABILITIES:

Strategic Initiatives:

Strategic Plan – Equity Diversity Inclusion:

1. Provision of tactical leadership towards achieving goals
2. Coordination of briefings to FoMD Dean's Executive Committee as to goal attainment milestones and outcomes
3. Provide an effective interface with institutional EDI and the Office of Employment Equity
4. Develop continuous quality improvement activities in support of program accreditations (working with the EQUiP team)
5. Represent the FoMD's EDI position to internal units and external stakeholders.

Specific Responsibilities:

1. Programmatic Activities
 - a. EDI Content Portfolio Management:
 - i. Coordination of pro-EDI and cultural competency programs and focused initiatives
 - ii. Promote human resources best practices in recruiting, hiring, retention and development of a diverse student body, faculty and staff
 - iii. Work with curriculum committees and the Medical Education office to increase and improve relevant curriculum content.
 - iv. Provide a regular annual report for all programmatic activities
2. Financial Stewardship
 - i. Responsibly manage the resources provided by the dean's office to support these EDI strategies.
3. Assume other duties as assigned.

Committee Service:

- Anti-Racism Commitment to Change committee (ARCTC) (Chair)
- Faculty Admissions Committees (member)
- Department Chair Search Committees (advisory)
- Faculty Learning Committee (guest)
- Education Quality Improvement Process Committee (guest)
- AFMC/AAMC Groups on Diversity
- Faculty Affairs Committee (member)
- FEC (guest)

FoMD Position Descriptions:

Liaises With:

- MD Program and MD Admissions
- Office of Advocacy and Wellness FoMD
- Office of Professionalism
- Social Accountability Lead, FoMD
- Program Curriculum Committees
- Program Admissions Committees
- University and Community Stakeholders
- Assistant Dean Education Quality and Accreditation/IRC
- Assistant and Associate Deans
- Institutes
- College of Health Sciences EDI Lead(s)
- AFMC Working Group on Diversity
- John Dossetor Health Ethics Centre Director, FoMD
- Director Indigenous Health Program

Advisors:

- Vice-Dean, Education, Office of the Dean
- Employment Equity Advisor, HR Services, UAlberta
- Advisor, Office of Safe Disclosure and Human Rights, UAlberta
- Vice-Provost, EDI

Direct Reports:

None



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