



**FACULTY OF MEDICINE & DENTISTRY**  
**Dean's Executive Committee**

**Most Recent Approval Date: January 13 2020**

**Most Recent Editorial Date: January 13 2020**

<b>Office of Accountability:</b>	Dean of Faculty of Medicine and Dentistry
<b>Office of Administrative Responsibility:</b>	Dean
<b>Approver:</b>	Dean's Executive Committee
<b>Scope:</b>	<b>Terms of Reference</b>

### **Overview**

The Dean's Executive Committee advises the Dean and the Faculty

### **1. Purpose**

As an advisory committee to the Dean of the Faculty of Medicine and Dentistry, the purpose of the Faculty of Medicine and Dentistry Dean's Executive Committee (DEC) is to:

- Ensure that the Faculty fulfills its mission by dealing effectively with ongoing management issues impacting the organization and ensuring that there is effective communication between the operating units and the Dean's Office.
- Develop, track, and oversee the consideration, approval & adoption of actions presented to the dean's office, either by the recommendation / motion of one of the FoMD's standing advisory committees (i.e., FRC, FLC, FSC, etc.) or by general faculty members.

The DEC achieves its stated purpose (at the discretion of the DEC chair) by consensus. Issues may be taken to the FoMD Faculty Council or the Chairs' Committee, as appropriate.

In some cases, such delegation may be for the purpose of discussion of the Faculty Council and / or Chairs Committee, with final approval upon return of the actionable issue to the DEC.

### **2. Responsibilities:**

The DEC shall:

- 2.1 Advise on strategic priorities and tactical directions;
- 2.2 Advise and approve the annual operating budget;

- 2.3 Assign accountabilities to specific individuals for specific elements of the comprehensive institutional plan;
- 2.4 Establish regular review of progress reports on assigned responsibilities for comprehensive institutional plan implementation;
- 2.5 Advise regarding operational issues impacting the Faculty; as appropriate, develop and implement strategies in response to said issues;
- 2.6 Receive regular reports from standing committees and directors that report to the Dean, and from other constituencies as needed
- 2.7 Approve changes to Terms of Reference of Faculty standing committees;
- 2.8 Liaise with Faculty Council, Chairs Committee, and Executive branch of Alberta Health Services.

**3. Composition:**

3.1 Chair (Dean, Faculty of Medicine & Dentistry)

3.2 Members:

- Vice Dean, Faculty Affairs
- Vice Dean, Education
- Vice Dean, Research
- Senior Associate Dean, Dental
- Director of Finance & Senior Financial Officer
- Assistant Dean, Advancement & Communication

**4. Meetings:**

4.1 Meetings will be held weekly as the Dean’s schedule permits.

4.2 Minutes of DEC (with related actions) will be kept and distributed to the committee membership electronically.

**Dean’s Executive Committee Membership**

POSITION	MEMBER(S)
Chair, Dean of FoMD	Brenda Hemmelgarn
<b>Ex-Officio</b>	
Vice Dean, Faculty Affairs	Dennis Kunimoto
Vice Dean, Education	Shirley Schipper / Mia Lang
Vice Dean, Research	Chris Power
Senior Associate Dean Dentistry	Paul Major
Director of Finance & Senior Financial Officer	Li Kwong Cheah
Assistant Dean, Advancement & Communication	Daryl Silzer

Bold the first instance of a **defined term** in the Overview/Purpose/POLICY then define the term in the Definitions section below.

### **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>Defined Term</b>	There are no definitions for this Policy
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### **RELATED LINKS**

No Related Links for this Procedure