

POSITION DESCRIPTION

PORTFOLIO: Faculty Affairs

POSITION: Assistant Dean, Diversity

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 Assistant Dean, Diversity, provides leadership in the FoMD in the areas of diversity, equity and inclusion.

MAIN ACCOUNTABILITIES:

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

Portfolio Responsibilities:

1. Ensure that the FoMD has diversity, equity and inclusion policies 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 Committee on Accreditation of Canadian Medical Schools/Liaison Committee on Medical Education.
2. Ensure that FoMD policy articulates its expectations of the FoMD's academic community within the context of local and national standards and practices regarding diversity, equity and inclusion.
3. Periodically review the process and performance of FoMD with regard to diversity, equity, and inclusion, and recommend actions to the Faculty.
4. Engage in ongoing systematic and focused efforts to offer opportunities which attract and retain faculty, 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 diversity programming in the FoMD; implement new initiatives and programs as appropriate with the goals of:
 - a. Creating a socially fair and accountable organization;

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- b. Promoting cultural competence attributes and principles for health care in a diverse society; and
- c. Fostering academic leadership in related scholarly activities.

BUSINESS PLAN ACCOUNTABILITIES:

Strategic Initiatives:

Strategic Plan – Social Accountability:

1. Provision of tactical leadership towards achieving these goals by 2020
2. Coordination of briefings to FoMD Strategy Committee and Dean's Executive Committee as to goal attainment milestones and outcomes
3. Provide an effective interface with institutional 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 social accountability/diversity position to internal units and external stakeholders.

Specific Responsibilities:

1. Programmatic Activities
 - a. Diversity Content Portfolio Management:
 - i. Coordination of pro-diversity 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. Manage the resources provided by the dean's office to support these diversity strategies and programs through an annual budgeting process.
3. Assume other duties as assigned.

Committee Service:

- Faculty Admissions Committees (member)
- Search Committees (advisory)
- Faculty Learning Committee (guest)
- Education Quality Improvement Process Committee (guest)
- AFMC/AAMC Groups on Diversity
- Faculty Affairs Committee

Liases With:

- Office of the Dean

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- MD Program and MD Admissions
- Division of Community Engagement FoMD
- Office of Learner Advocacy and Wellness FoMD
- Office of Professionalism
- Program Curriculum Committees
- Program Admissions Committees
- University and Community Stakeholders
- Assistant Dean Education Quality and Accreditation/IRC
- Other Assistant and Associate Deans in the Portfolio
- AFMC Working Group on Diversity

Advisors:

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

Direct Reports:

None



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