

II. POSITION DESCRIPTION

POSITION: Vice-Dean, Education

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, Education, assumes responsibilities delegated by the Dean, in the general area of education within the Faculty. Under his/her purview are undergraduate health professions programs and postgraduate medical education. The delivery and accreditation of the educational programs offered by the FoMD is central to the Mission of the Faculty and contributes to its national and international stature.

MAIN ACCOUNTABILITIES:

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

Portfolio Responsibilities:

1. Provides leadership and supervision to ensure that the education obligations of the Faculty are met in an effective and efficient manner
2. Administers student disputes and appeals
3. Chairs Faculty Learning Committee (FLC)
4. Chairs Committee of Associate Deans, Education

BUSINESS PLAN ACCOUNTABILITIES:

Strategic Responsibilities:

1. Provides the best environment for continuous learning and inquiry

2. Leads in the on-going implementation and application of the FoMD Strategic Plan as it applies to education

Specific Responsibilities:

1. Supervises the coordination and delivery of the education portfolio of the Faculty including keeping the entries in the University Calendar, current
2. Develops a resource plan (staffing, financial and infrastructure) to carry out the teaching and education functions of the Faculty
3. Maintains education accreditation standards in all applicable programs
4. Ensures effective coordination among the numerous partners in the delivery of education services
5. Establishes and oversees a vibrant research in education program
6. Ensures all undergraduate, residency and fellowship programs have resources in place to identify, assist & monitor students in Academic difficulty.
7. Establishes and oversees a learning resource/education support centre for health professions scholarship.
8. Directs all Academic Appeal, Practicum Interventions and Appeals, and undertakes academic misconduct investigations as delegated by the Dean.
9. Represents the Faculty or delegates representation to, University education committees (Academic Standards Committee, Academic Programs Committee, Registrar's Advisory Committee on Fees, and others, as appropriate)
10. In conjunction with the Vice-Dean, Research, oversees the MD/PhD Program

Liaises With:

1. Those entities listed above in the *2017 FoMD Overarching Position Description: Vice-Deans*
2. University Central Administration (Provost's Office, Registrar's Office, various education committees)
3. In concert with the Dean and the FoMD Communications team, the public, media and Government, as appropriate
4. In consultation with the Dean, maintains relationships with, and accountabilities to, National accreditation organizations (Committee on Accreditation of Canadian Medical Schools [CACMS] and the Liaison Committee for Medical Education [LCME]) as well as with the Association of Faculties of Medicine of Canada (AFMC), Canadian Resident Matching Service (CaRMS), Canadian Association for Medical Education (CAME), Association of American Medical Colleges (AAMC), the Royal College of Physicians and Surgeons of Canada (RCPSC) and the College of Family Physicians Canada (CFPC)

FoMD Vice-Dean
Position Description

Direct Reports:

1. Associate Dean, Learner Advocacy and Wellness
2. Associate Dean, MD Program
3. Associate Dean, Postgraduate Medical Education (PME)
4. Associate Dean, Community Engagement
5. Assistant Dean, Education Quality and Accreditation
6. Director, Academic Technologies
7. Director, Physician Learning Plan
8. Gilbert Chair in Medical Education Research



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

NOTE:

The responsibilities for graduate education (Master's, PhD, the research aspects of the MD/PhD, and the Clinical Investigator Program [CIP]) rest with the Vice-Dean, Research; the Vice-Dean, Education, assumes responsibility for the non-research aspects of these programs and will work with the Vice-Dean, Research, to ensure high-quality graduate education and post-doctoral experience.