

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.

MAIN ACCOUNTABILITIES:

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

Portfolio Responsibilities:

1. Serves as Faculty lead on Academic Alternative Relationship Plan (AARP) review, new developments and implementation
2. Administers/mediates academic disputes and appeals for faculty members
3. Coordinates FoMD Search and Selection processes
4. Coordinates selected reviews, representing the Dean, as designated
5. Administers FoMD Faculty Council Meetings
6. In the absence of the Dean, represents FoMD for General Faculties Council (GFC)
7. Serves as Dean's Alternate, Zone Medical Advisory Council
8. Serves as Dean's Alternate, Committee on Academic Medicine (CAM)
9. Chairs FoMD Nominating Committee
10. Provides leadership in the development of academic leadership
11. Represents FoMD for Inter-Professional liaison
12. Chair, Faculty Space Committee
13. Administers Elections for FoMD Standing Committees
14. Coordinates the awards nomination processes for the FoMD

BUSINESS PLAN ACCOUNTABILITIES:

Strategic Responsibilities:

1. Maximizes and efficiently utilizes resources to achieve the FoMD Mission
2. Leads in the on-going implementation and application of relevant components of the FoMD Strategic Plan

Specific Responsibilities:

1. Assists in coordination of new AARP initiatives (Departments/Divisions, AHA, AMA, AH, University of Alberta)
2. Represents FoMD on AMA Academic Council
3. When requested by the Dean, represents FoMD at Stollery Foundation Board Meetings
4. When requested by the Dean, represents FoMD at UAH Foundation Board Meetings
5. When requested by the Dean, represents FoMD at Health Sciences Council (HSC)
6. Leads in the delivery of LifeLong Learning (see Position Description for Associate Dean, LifeLong Learning), working with the Vice-Dean, Education, as needed

Liaises With:

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

Direct Reports:

1. Associate Dean, Lifelong Learning
2. Associate Dean, Clinical Faculty
3. Associate Dean, Faculty Development
4. Associate Dean, Health Informatics
5. Associate Dean, Professionalism
6. Assistant Dean, Diversity
7. Director of John Dossetor Health Ethics Centre

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