

**University of Alberta  
Department of Medicine**

**Faculty Development Committee**

**Terms of Reference**

**1. AUTHORITY**

- a) The Faculty Development Committee (FDC) is a standing committee of the Department of Medicine.
- b) The FDC is created by the Chair, Department of Medicine.
- c) The Office of the Chair, Department of Medicine shall provide management support the FDC.
- d) The FDC shall function in accordance with these Terms of Reference.

**2. COMPOSITION OF COMMITTEE**

Standing Members:

- (i) the Associate Chair, Faculty Development who shall act as Chair of the FDC;
- (ii) the Assistant Chair, Clinical Faculty;

Appointed Members:

- (i) at least four (4) senior faculty members appointed by the Chair, Department of Medicine, and must include:
  - a. 1 PhD scientist
  - b. 1 clinician scientist
  - c. 1 member of the Department's Academic Evaluation Committee (AEC)
- (ii) Criteria for selection of appointed members may include:
  - a. Faculty member has achieved excellence in education, research or clinical realms.
  - b. Faculty member is a senior mentor.
  - c. Faculty member has demonstrated engagement or involvement with faculty development.
- (iii) Appointed members shall serve for a term of three (3) years. The appointment may be renewed for a second three (3) year term, pending recommendation of the Committee and approval of the Chair, Department of Medicine.

Ex-Officio:

- (i) Chair, Department of Medicine;
- (ii) Assistant Chair of Administration, Department of Medicine.

Non-Voting Members:

- (i) Academic Development Officer;
- (ii) Others, as needed.

**3. MANDATE OF THE COMMITTEE**

The FDC will contribute to, and oversee, the work undertaken in the Department of Medicine at the University of Alberta in respect of Faculty Development, including the development and implementation of programs that will enhance faculty life and success at all stages of their academic careers.

Current programs include:

- New faculty orientation
- Mentorship program
- Academic Learning Series
- Academic Careers of Women in Medicine Program
- Programs for recognising particular accomplishments and contributions of Faculty e.g. Career Development Awards, including:
  - Thomas J. Marrie Annual Mentoring Award
  - Jonathan B. Meddings Clinical Innovation Award
  - Cooperation Collaboration and Teamwork Award

Additional events or programs as deemed relevant may fall within the remit of Faculty Development. From time to time, the FDC may also convene a subcommittee or task force to examine critical issues in the realm of Faculty Development and make recommendations to the Chair, Department of Medicine.

Specific components of the FDC's work include:

- a) To assist new faculty members in the transition to academic life.
- b) To assist faculty in their career development, maximizing opportunities for tenure and promotion success.
- c) To promote professionalism among faculty and respect in the workplace.
- d) To promote the health and well-being of faculty at work.
- e) To provide opportunities for the enhancement of leadership skills.
- f) To provide support to the Medical Education Executive Committee's activities, aimed at enhancing teaching skills and educational scholarship.
- g) To provide support to the Research Executive Committee's activities, aimed at cultivating success in obtaining research grants and publications.

- h) To select the recipients of the annual Department of Medicine Career Development Awards.
- i) To ensure programs exist to recognize the accomplishments of faculty.
- j) To promote equity and diversity in alignment with the strategic direction of the Faculty of Medicine & Dentistry.
- k) To advise the Associate Chair, Faculty Development in all issues relevant to faculty affairs within the Department of Medicine.

**4. REPORTING AND CONTROLS**

- a) The FDC reports to the Chair, Department of Medicine.
- b) Important and time-sensitive issues will be brought forward to the Department of Medicine Executive Committee.
- c) The FDC Chair will provide regular communication to the FDC, the Department of Medicine Executive Committee and the Department of Medicine Steering Committee.
- d) The FDC Chair will actively participate in the Faculty of Medicine & Dentistry Faculty Development Committee.

**5. PROCEDURES AND OPERATIONS**

Except as herein provided, the FDC will be the master of its own procedure.

- a) The quorum for all FDC meetings will be 50% + 1 of the voting members.
- b) All recommendations for decision will be made by a majority vote of the voting members, excluding the FDC Chair. In the case of a tie, the FDC Chair will cast the deciding vote.
- c) The FDC will act in both an advisory and operational capacity (with respect to actionable directives).
- d) The FDC will meet at least 4 times per year.