

FoMD Position Descriptions:  
Assistant Deans

## POSITION DESCRIPTION

**PORTFOLIO: EDUCATION**

**POSITION: Assistant Dean, Admissions, MD Program**

### 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. Following a second term, the position will be subject to a search and selection process to which the incumbent may apply.

**REPORTING TO:** Associate Dean, MD Program

### PURPOSE:

The Assistant Dean, Admissions, is responsible for the selection process for applicants to the Medical School. As such, this Position contributes to the high quality of the FoMD education programs by ensuring that students are prepared for, and capable of, achieving excellence in their future education and scholarship and have the likelihood of great success in their subsequent careers.

### AUTHORITY:

The MD Program is dedicated to providing learner-focused and patient-centred educational programs that meet the healthcare needs of our communities, by graduating qualified, compassionate, and inquisitive practitioners and researchers accomplished in healthcare delivery and scholarship. The Program is committed to serving patients and populations by providing a rich interdisciplinary environment of learning, practice, research, and public service for all of the Faculty's students and faculty members. Admission to the MD Program is one step that is essential to the quality and effectiveness of the MD Program, the profession and the FoMD, in general.

### MAIN ACCOUNTABILITIES:

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

**Portfolio Responsibilities:**

1. Directs and oversees the Admissions Team and the work of the Admissions Committee charged with the selection of candidates for the MD Program of the Faculty
2. Has responsibility for administering all applicable policies, processes and practices in medical student admissions
3. Recruits a diverse class of MD students consistent with CACMS accreditation standards

**BUSINESS PLAN ACCOUNTABILITIES:**

**Strategic Initiatives:**

1. Contributes to the FoMD Strategic Plan § via inputs to the FoMD website, the Associate Dean, MD Program, and/or the Vice-Dean, Education, or others, as appropriate
2. Working with the Associate Dean, MD Program, develops and implements strategic approaches to admissions planning within the Program
3. Remains current on advances in admissions for undergraduate medical education (UME)
4. Manages the dissemination of admissions work and pursues scholarly activities related to admissions work
5. Attends medical education forums, including the Canadian Conference on Medical Education and the Western Deans' meeting, including their meetings of the admissions subgroups
6. Serves as a member of UME leadership committees and task forces, as appropriate
7. Travels, as required, throughout the year for MD Program recruitment

**Specific Responsibilities:**

1. Chairs the following standing committees:
  - Admissions Committee (Including the Indigenous Health Admissions Sub-Committee)
  - Scholarships Selection Committee
2. Serves as a Member of the following standing committees:
  - MD Program Executive Committee
  - Orientation Committee
  - MD Program Operations Committee
3. Chairs and oversees the organization of the Admissions Committee and the Interview Day Sessions
4. Oversees the evaluation of applicants to the MD Program including MD/PhD, Rural/Remote and Indigenous Groups

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5. Evaluates all requirements for admission, including GPA's, undergraduate degree(s), autobiographical sketches, Situational Judgment Test scores, residency status and any other requirements, as needed
6. Chairs the Interview Day – Group Debriefing Sessions of the Admissions Interview Committee
7. Oversees the recruitment, training and evaluation of existing and new interviewers
8. Develops admissions materials, including the publication of brochures, web site, application, and marking materials
9. Ensures the accuracy of the University calendar regarding admissions and ensures that the activities of the Admissions Committee are compliant with current calendar entries
10. Oversees a Scholarships Selection Committee in disbursing funding in such a manner as to attract top students
11. Attends and participates in the White Coat Ceremony for newly admitted students

**Liases With:**

Associate Dean, MD Program  
Vice-Dean, Education, as needed  
Members of the Admissions Committee  
Members of the Scholarships Selection Committee

**Direct Reports:**

None

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