

POSITION DESCRIPTION

PORTFOLIO: Faculty Affairs

POSITION: Assistant Dean, Equity Diversity Inclusion

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 EDI (EDI).

MAIN ACCOUNTABILITIES:

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

Portfolio Responsibilities:

1. Ensure that the FoMD has EDI guidelines 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.
2. Ensure that FoMD clearly articulates its expectations of the FoMD's academic community within the context of local and national standards and practices regarding EDI .
3. Periodically review the process and performance of FoMD with regard to EDI , 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 EDI programming in the FoMD; implement new initiatives and programs as appropriate with the goals of:
 - a. Creating a socially fair and accountable organization;
 - 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 – Equity Diversity Inclusion:

1. Provision of tactical leadership towards achieving goals
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 EDI position to internal units and external stakeholders.

Specific Responsibilities:

1. Programmatic Activities
 - a. EDI Content Portfolio Management:
 - i. Coordination of pro-EDI 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. Responsibly manage the resources provided by the dean's office to support these EDI strategies.
3. Assume other duties as assigned.

Committee Service:

- Anti-racism Commitment to Change committee (ARCTC) (Chair)
- Faculty Admissions Committees (member)
- Department Chair Search Committees (advisory)
- Faculty Learning Committee (guest)
- Education Quality Improvement Process Committee (guest)
- AFMC/AAMC Groups on Diversity
- Faculty Affairs Committee (member)
- FEC (guest)

Liases With:

- MD Program and MD Admissions

FoMD Position Descriptions:

Assistant Deans

- Office of 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
- Institutes
- College of Health Sciences EDI Lead(s)
- 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