

OVERARCHING POSITION DESCRIPTION ASSISTANT DEANS, FACULTY OF MEDICINE AND DENTISTRY

POSITION: Assistant Deans

AUTHORITY:

- **From PSLA¹:** “A dean may delegate any of the dean’s powers, duties and functions as the dean considers appropriate and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of sub-delegation.”
- **From CACMS²:** “A medical school has in place a sufficient number of vice, associate, assistant deans, or positions of an equivalent nature; leaders of organizational units; and senior administrative staff who are able to commit the time necessary to accomplish the missions of the medical school. ”

TERM OF APPOINTMENT:

Typically, three (3) years with the potential for renewal for a second term following discussion with the Associate Dean, Vice-Dean and the Dean, Faculty of Medicine and Dentistry (FoMD), as applicable, the length of the second term to be dependent upon the needs of the program, the Faculty and the incumbent.

REPORTING TO: Corresponding Associate Dean in the Portfolio or in some cases, to a Vice-Dean or the Dean

PURPOSE:

The Assistant Deans of the Faculty of Medicine and Dentistry assist and support the Dean, Vice-Dean, or their corresponding Associate Dean (and thereby, Vice-Dean) in fulfilling portfolio-based roles in advancing the mission of the Faculty.

MAIN ACCOUNTABILITIES:

1 PSLA: Post-Secondary Learning Act of Alberta

2 CACMS: Committee on the Accreditation of Canadian Medical Schools . “The Committee on the Accreditation of Canadian Medical Schools (CACMS), working with the Liaison Committee on Medical Education (LCME) in the United States, ensures that Canadian Medical Faculties’ MD programs meet the quality expected when producing tomorrow’s doctors.”

General Responsibilities: As listed below for the *2017 FoMD Position Description:*
Assistant Deans

Portfolio Responsibilities:

1. Report to corresponding/portfolio Associate Dean or to the corresponding/portfolio Vice-Dean or to the Dean
2. Hold responsibility and some authority for a defined element within a large major program managed by, and the responsibility of, an Associate Dean and/or the Vice-Dean and/or the Dean
3. Represent the Faculty and serve on any committees that are appropriate for advancement of the faculty, staff or students within their portfolio, as delegated by the Associate Dean/Vice-Dean/Dean
4. Participate in the formation and promotion of the Vision and Mission of the FoMD

BUSINESS PLAN ACCOUNTABILITIES:

Strategic Initiatives:

1. Will have strategic responsibilities for their program and contribute accordingly to the Faculty's Strategic Plan [‡]
2. In conjunction with the corresponding Associate Dean and/or Vice-Dean and/or Dean, elevate appropriate matters to the Dean's Executive Committee (DEC)
3. Deal with policies/procedures in the defined element, involving the Associate Dean/Vice-Dean/Dean and DEC, as needed
4. Have a direct or indirect role in nurturing good faculty relationships and, for the education and graduate student areas, best pedagogical practices
5. Promote and encourage research and other scholarly activities, and innovation, within their portfolio, as appropriate
6. Occasionally may represent the program and, by extension, the Faculty, to the University or to external stakeholders including Alberta Health Services (AHS)[‡]

Specific Responsibilities:

1. Represent the Associate Dean (or Vice-Dean or Dean) in his/her absence, or otherwise, as delegated
2. May have supervisory roles for support/administrative staff
3. May hold some budgetary responsibility and authority

Liases With:

[‡] NOTE: The term "Alberta Health Services (AHS)" is used in this document to indicate the current providers of health services relevant to the FoMD and the term will be revised (and/or will be assumed to have been revised) if the designation of the provider of health services changes. When referring to AHS, the term is meant to include Covenant Health, as applicable.

- Corresponding Associate Dean and/or Vice-Dean and/or Dean
- Members of the Dean's Executive Committee (DEC), as needed
- Portfolio-specific key contacts

Direct Reports:

Support staff in some cases

See Position Descriptions for portfolio-specific Assistant Deans, in Appendix 1

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