MD Program Associate Faculty Lead, Portfolio

Applications are invited for the position of Associate Faculty Lead, Portfolio.

Reporting to the Faculty Lead, Portfolio and Theme Integration, and in keeping with the overall goals of the MD Program, the Associate Faculty Lead, Portfolio assists with the responsibility for supporting the development, implementation and evaluation of the Portfolio Component across all four years of the MD Program.

The time commitment for the Associate Faculty Lead, Portfolio role is equivalent to one day per week.

Faculty members interested in this position are encouraged to submit a letter of application, an up-to-date curriculum vitae and education dossier by the deadline of Monday, November 2, 2020 by 12:00 p.m. to:

Dr. Marcus Law  
Director, Foundations  
MD Program  
marcus.law@utoronto.ca

and

Dr. Nirit Bernhard  
Faculty Lead, Portfolio and Theme Integration  
MD Program  
nirit.bernhard@utoronto.ca

with copies to:

Barbra MacDonald  
Administrative Coordinator  
Office of the Vice Dean, MD Program  
md.reception@utoronto.ca

Electronic submission is preferred.

Please contact Drs. Law and Bernhard if you have any questions about this position.

Full job description follows, and available online at: http://www.md.utoronto.ca/careers
MD Program Associate Faculty Lead, Portfolio

The MD Program aspires to support our students to have an excellent educational experience within a supportive learning environment. We have developed MD Program Goals and Competency Framework to guide the development, implementation and evaluation of all of our programs.

Role Description

Reporting to the Faculty Lead, Portfolio and Theme Integration, and in keeping with the overall goals of the MD Program, the Associate Faculty Lead, Portfolio assists with the responsibility for supporting the development, implementation and evaluation of the Portfolio Component across all four years of the MD Program. The time commitment for the Associate Faculty Lead, Portfolio role is equivalent to one day per week.

Leadership and Organization

The Associate Faculty Lead, Portfolio, reports to the Faculty Lead, Portfolio and Theme Integration and works collaboratively with the Faculty Lead, Portfolio and Theme Integration, and the Directors of Foundations, Clerkship, Student Assessment, and Faculty Development, Academy Directors, and other Theme Leads within the Faculty.

The Associate Faculty Lead, Portfolio, in consultation with the Faculty Lead, Portfolio and Theme Integration will assist to constitute and chair a Portfolio Committee which will advise in the design, development, integration, implementation, and evaluation of the Portfolio curricular theme throughout the MD Program curriculum.

Development and Management

In consultation with the Faculty Lead, Portfolio and Theme Integration, the MD Program Curriculum Committee and the Portfolio Committee, the Associate Faculty Lead, Portfolio duties and responsibilities include:

1. In consultation with the Faculty Lead, Portfolio and Theme Integration, provide leadership in conceptualizing, developing, integrating, and evaluating the Portfolio Component across the MD Program curriculum, including promoting opportunities for inter-professional education.

2. In consultation with the Faculty Lead, Portfolio and Theme Integration, establish objectives for the curriculum that are measurable in terms of both student
assessment and evaluation of program outcomes, and that are mapped appropriately throughout years one to four of the curriculum.

3. Maintain membership of the Portfolio Committee meetings on a bi-monthly basis and on occasion, chair Portfolio Committee meetings.

4. Assist with recruitment of Academy and Junior Scholars, in collaboration with the Academy Directors and the Faculty Lead, Portfolio and Theme Integration.

5. In consultation with the Faculty Lead, Portfolio and Theme Integration, responsible for faculty development involved in the portfolio program.

6. Provide communication related to academic performance, and/or counselling to students in academic difficulty.

7. Ensure that educational methods, including student assessment methods for Portfolio curriculum are consistent with the MD Program’s goals and objectives and foster the development of knowledge, skills, and professional attitudes appropriate to the practice of medicine.

8. Provide communication to students requesting absences and/or extension of deadlines.

9. Assist with adjudication of reflections, trains adjudicators, and monitors the system for adjudication for reflections.

10. As appropriate, share, present, and publish scholarly findings related to design, implementation, outcomes, and evaluation of MD Program curriculum regarding Portfolio.

11. Attend appropriate local and national meetings (where funding permits) relevant to duties and responsibilities.

12. In consultation with the Faculty Lead, Portfolio and Theme Integration, provide an annual report on curriculum activities for the Directors of Foundations, Clerkship, and Student Assessment, the MD Program Curriculum Committee and the Portfolio Committee.

13. Provide reports, as needed for LCME/CACMS accreditation in relevant curriculum areas.
Qualifications and Skill Required:

The Temerty Faculty of Medicine is strongly committed to diversity and intentional inclusion within its community and particularly encourages applications from racialized persons/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, 2SLGBTQIA+ persons, and others who may contribute to the further diversification of ideas.

1. Demonstrated abilities in medical education, research and innovation
2. Demonstrated knowledge and skills in educational design of courses, teaching and learning
3. Demonstrated capacity for collaboration and application of collaborative processes
4. Passion for and experience in education related to Portfolio curriculum

Term

This is a 1.5 year term, renewal contingent upon an annual review and performance.