Applications are invited for the position of Associate Dean, MD Program, Temerty Faculty of Medicine, University of Toronto, for a five-year term beginning July 1, 2021.

Role Description
The Associate Dean, MD Program is responsible for oversight, strategic leadership and management of the MD Program in the Temerty Faculty of Medicine (TFOM). As the academic and operational leader, the Associate Dean is responsible for ensuring the integrity and quality of the MD Program, including promotion of and support for the Faculty’s commitment to equity, diversity and inclusion. This position also reflects the MD Program’s commitment to an educational model and culture that educates physicians to meet their personal, professional and social responsibilities; to address the health needs of diverse individuals and populations across local, national and global settings; to respond to the health needs of the local communities; to work collaboratively in healthcare teams; and, to lead change to improve health care systems.

Leadership and Organization
The Associate Dean will report directly to the Vice Dean, Medical Education and work collaboratively with the educational leaders across the continuum of medical education both within the Temerty Faculty of Medicine and at the University of Toronto’s affiliated hospitals and health care sites. The Associate Dean, MD Program will represent the TFOM at required provincial and national committees pertaining to the oversight and governance of undergraduate medical education.

The Associate Dean chairs the MD Program Executive Committee, co-chairs MD Program Curriculum Committee, and is an ex officio member of MD Program’s Admission Committee, Foundations Committee, Clerkship Committee, and Program Evaluation Committee.

The Associate Dean is a member of Temerty Faculty of Medicine Faculty Council, Education Committee, and Board of Examiners (Undergraduate Medical Education) and any other decanal or Faculty level committees as assigned by the Vice Dean, Medical Education

Responsibilities
- Operations, Strategic Planning and Accreditation
  - Lead the development and monitoring of the MD Program’s strategic goals and priorities as well as corresponding plans and budgets to achieve them, informed by consultation with education leaders across the continuum of medical education and in alignment with the Faculty’s guiding vision and strategic plan.
  - Oversee and provide direction regarding MD Program strategic planning and other reporting activities.
  - Oversee and provide direction regarding operational decision-making processes within the MD Program.
  - Administrative and fiscal oversight of the MD Program’s operational units in order to ensure effective stewardship of the program’s budget as well as effective management of human, physical and IT/educational technology resources.
  - Promote and support positive, diverse and inclusive working environment within and across MD Program operational units.
  - Lead the development of and recruitment and appointment to MD Program education leadership positions.
  - Responsible for space planning and space oversight for operations of the MD Program within the TFOM
  - Ensure that all aspects of the MD Program are in compliance with CACMS/LCME accreditation standards.

Curriculum Management, Policies and Learning Environment
- Oversee and provide direction to MD Program education leaders regarding the development, implementation, evaluation, and continuous quality improvement of the MD Program curriculum, including student assessment approaches that are appropriate to MD Program education goals and learning objectives.
- Oversee and provide direction to MD Program education leaders regarding teacher assessment and faculty development as well as systematic course and program evaluation processes, informed by continuous quality improvement principles and practices.
o Oversee and provide direction regarding the development, implementation and review of standards, policies, guidelines and procedures relevant to the MD Program, informed by and in compliance with accreditation requirements and standards as well as other medical education frameworks.

o Ensure processes are in place to monitor the learning environment; to address mistreatment, negative influences and structural inequities; to enhance positive influences, and; to support wellness.

Admissions

o Oversee and provide direction to education and administrative leaders in the Office of Enrolment Services regarding the MD Program’s admission standards, processes and alternate admission pathways as well as student financial support priorities and funding frameworks.

o Oversee and provide direction to education and administrative leaders in the Office of Health Professions Student Affairs regarding MD Program student support services and programming.

o Meet with medical students in academic and professionalism difficulty, in consultation with appropriate education leaders and in accordance with MD Program, Faculty and University policies, guidelines and procedures.

o Collaborate and engage with medical students to enable and support the best possible medical education experience.

Partnerships

o Collaborate with the TFOM Education Deans on matters related to education across the Faculty, including to find opportunities for alignment and integration of learner supports, faculty processes and systems across educational programs.

o Collaborate with education leaders within Faculty departments and at affiliated hospitals and health care sites to facilitate the delivery of the MD Program curriculum and build capacity for change.

o Collaborate with undergraduate medical education leaders at other Canadian Universities to discuss and address issues of mutual interest.

o Represent the Faculty with respect to undergraduate medical education at external organizations such as COFM, CPSO, MCC, AFMC, and AAMC.

o Promote and support teaching excellence in undergraduate medical education and the provision of faculty development opportunities that align with and support medical education goals and learning objectives.

o Promote and support medical education scholarship, including in collaboration with the Wilson Centre.

o Promote and support professional development opportunities, including for administrative staff.

o Engage regularly with students, faculty and administrative staff to communicate, informed by principles and practices of transparency and accountability.

Qualifications

• Medical degree with significant experience in senior level faculty or administrative position(s).

• Demonstrated evidence of commitment to education scholarship and outstanding leadership in medical education.

• Strong business acumen and experience managing complex budgets; excellent skills creating and managing partnerships and collaborations; exceptional interpersonal skills.

• Eligible for medical licensure in Ontario and a full-time clinical academic appointment at a senior academic rank at the University of Toronto.

Applications, consisting of a letter of interest and accompanying CV should be submitted in confidence to: Vice Dean Medical Education Prof. Patricia Houston, c/o Andrew McLeod, search coordinator, Office of the Vice Dean, Temerty Faculty of Medicine, University of Toronto, md.vicedean@utoronto.ca by Wednesday, February 24, 2021 at 12:00 p.m. (EST).

Diversity Statement

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.
Accessibility Statement
The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission.

The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.