

Executive Committee Terms of Reference

Authority:

The Executive Committee is advisory to the Vice Dean, MD program with respect to the management of the MD Program, including day-to-day operations, delivery of the program's educational activities, and decision-making processes.

Purpose/Mandate:

To provide leadership and guidance with respect to the following:

- Setting the goals and strategic directions of the MD Program, taking into account the vision, mission and values of the Faculty of Medicine, Faculty of Medicine and University strategic plans, and relevant external governing and regulatory bodies
- The endorsement and prioritization of major strategic and operational initiatives, taking into account fiscal realities and financial accountability
- Supporting the achievement of program goals and strategic directions through the clarification of priorities and monitoring of performance
- The endorsement and prioritization of education technology strategies and priorities for the MD Program, and oversight of education technology upgrades and enhancements
- Understanding significant changes within the University and/or external environment, including implications of such changes for the MD program
- Decision-making processes and procedures, including the MD program governance structure/organization

Responsibilities:

Members of the Executive Committee are responsible for discussing and providing guidance regarding the:

- setting, clarification and monitoring of program goals and strategic directions
- endorsement, approval and prioritization of major strategic, education technology and operational initiatives, including project scope, budget and timelines, as appropriate
- opportunities and risks related to significant changes within the University and/or external environment
- MD program governance structure/organization, including instances in which there is uncertainty regarding decision-making processes and authority

Membership:

- Vice Dean, MD Program (*Chair*)
- Director, MD Admissions and Student Finances
- Associate Dean, Health Professions Student Affairs
- Director, Integrated Physician Scientist Training Programs
- Director, Program Evaluation
- Director, Student Assessment
- Associate Dean, Medical Education (Regional)
- Academy Directors (4)
- Director, Foundations
- Director, Clerkship
- Director, Operations
- Operations Manager, MAM
- Director, Enrolment Services & Faculty Registrar
- Manager, Strategic Operations & Policy

Guests may be invited to present and contribute to committee discussions, at the direction of the Chair.

Administration: Administrative support is provided by the Executive Assistant to the Vice Dean

Schedule: The Committee normally meets monthly, at the call of the Chair.

Approved: August 25, 2016; amended August 15, 2017; amended April 16, 2019