Vice Dean (Education and Faculty Affairs), Faculty of Medicine

Memorial University invites nominations and applications for the position of Vice Dean (Education and Faculty Affairs), Faculty of Medicine.

The vision of the Faculty of Medicine is “Through excellence, we will integrate education, research and social accountability to advance the health of the people and communities we serve”.

Reporting to the Dean, the Vice Dean (Education and Faculty Affairs) is one of the Faculty’s two senior executive officers, representing and advising the Dean on matters related to academic affairs, education, and the administrative functions of the Faculty of Medicine. The Vice Dean will support the overall strategic direction and functions of all educational and academic units, and provide direct oversight of the Assistant Dean for Faculty Wellness, Equity and Professionalism and to the Medical Director for the Clinical Learning and Simulation Centre. The Vice Dean will also act as Administrative Head to MUNFA (non-clinical) faculty members based in clinical disciplines.

The new Vice Dean (Education and Faculty Affairs) will possess a superior academic profile, an MD, and extensive administrative experience in an academic health sciences environment. The successful candidate will bring an appreciation for the inextricable link medical schools have with the broader community and will provide dynamic leadership to a Faculty committed to excellence in teaching, educational scholarship and research, and founded on the principles of social accountability. This appointment, which is renewable, is for three years and will commence as mutually convenient in 2021. For a successful external applicant, it will be accompanied by a clinical faculty appointment.

As Atlantic Canada’s most publicly engaged university, Memorial’s vision is to be one of the most distinguished public universities in Canada and internationally. Memorial enjoys national and global impact, while fulfilling its social mandate to provide access to university education for the people of the province, and to contribute to the social, cultural, scientific and economic development of Newfoundland and Labrador and beyond. This includes a duty to Indigenous communities, an increasing population within the province.

Memorial has a special obligation to the people of the province. Established as a memorial to the Newfoundlanders who lost their lives during the First and Second World Wars, Memorial University—one of the largest postsecondary institutions east of Quebec and the only university in the province—draws inspiration from the sacrifices of the past to build a better future. It is a comprehensive university with teaching and research programs of international distinction, and its consolidated budget exceeds $600M annually. Graduate and undergraduate teaching and research opportunities are offered across a wide range of disciplines, including arts and science fields, as well as medicine and
other professional and technical schools. Memorial has more than 19,000 students spread across five campuses (two campuses located in St. John's, including the Marine Institute, as well as campuses in Corner Brook, Labrador City and Harlow, England), and nearly 100,000 alumni around the world. As a respected employer of more than 5,000 faculty, staff and students, Memorial University provides an environment that fosters innovation and creativity. For more information about Memorial, visit www.mun.ca.

The Faculty of Medicine comprises the medical school, postgraduate residency training programs and a portfolio of graduate programs providing master’s and doctoral level training in fundamental and translational biomedical research, population health and applied health research, professional public health practice, and bioethics. A focus on rural and remote medicine makes the Faculty of Medicine distinct among its peers. In recognition of this distinction, the Faculty has received the Keith Award—seven times—from the Society of Rural Physicians of Canada for having the highest percentage of rural graduates practicing in rural areas 10 years after graduation. In 2014, the Faculty received the ASPIRE Award of Excellence in Social Accountability of Medical Schools given by the Association for Medical Education in Europe (AMEE). For detailed information about the Faculty, visit www.med.mun.ca/medicine/home.aspx.

In 2014, Medicine at Memorial benefitted from significant infrastructure investments, with the opening of the dedicated Faculty of Medicine building. This additional physical capacity allowed expansion of the medical class size, provided a state-of-the-art medical simulation centre, and increased laboratory and research space.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Memorial University is committed to employment equity and diversity and encourages applications from all qualified candidates, including women; people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities/racialized people; and people with disabilities.

Review of candidates will begin January 8, 2021. To ensure consideration, please respond by that date. Inquiries or applications, including CV, cover letter and the contact information for three references, in confidence, should be directed to CHH.adminassistant@med.mun.ca.
November 12, 2020

Position: Vice Dean (Education and Faculty Affairs)
Discipline/Division: Faculty of Medicine
Term of Appointment: 3 years, renewable
Stipend: $13,500 (supplementary to base compensation)
Report to and Appointed by: Dean, Faculty of Medicine

Faculty of Medicine – Mission Statement

Working in the spirit of partnership and respect, the Faculty of Medicine is committed to delivering integrated excellence in education, research and evidence informed care; meeting the unique health needs of our rural, remote and urban communities; and advocating for health, equity, Indigenous health and healthy populations. (2018)

Purpose
The Vice Dean is the Dean’s representative and advisor on matters related to academic affairs and medical education. The position’s primary function is assisting the Dean developing, interpreting and implementing policy pertaining to the educational, professional and administrative functions of the Faculty of Medicine. MUNFA faculty members throughout the clinical disciplines in the Faculty of Medicine report to the Vice Dean as Administrative Head. The Vice Dean will support the overall strategic direction and functions of all educational and academic units and will provide oversight to the Assistant Dean for Faculty Wellness, Equity and Professionalism and to the Medical Director for the Clinical Learning and Simulation Centre.

Activities
- To provide a source of consultation and advice and action relating to educational, professional, clinical and institutional matters including strategic planning
- To provide support for Senior Management Committee and its members in their roles and functions
- To provide support and coordination for Faculty Council
- To maintain and promote the relationship of the Faculty of Medicine with affiliated regional boards, clinics and community teachers by
  - Serving on joint liaison committees with affiliated institutions
  - Maintaining and updating affiliation agreements with affiliated institutions
  - Representing the Dean as required in institutional planning
  - In liaison with the Dean, participating with hospitals, professional and community groups and government in the development of medical human resource planning for Newfoundland and Labrador
- Providing support to key academic leaders within the Faculty of Medicine, including the Associate and Assistant Deans for medical Education, and the Chairs of Clinical Disciplines
- Working in collaboration with affiliated regional health authorities to ensure appropriate resources are available for medical education

- To provide support to the Dean, Associate and Assistant Deans and Chairs in coordinating the external medical education relationships with New Brunswick, Prince Edward Island, Yukon, Nunavut, and other provincial/national/international partners

- To represent the Dean in matters relating to the Newfoundland and Labrador Medical Association as appropriate

- To approve routine financial issues, which may include: travel claims/requests, catering, visitor approvals, staff settlements, grant applications, membership forms and other general financial documents

- To liaise with the Chief Operating Officer in the Faculty of Medicine on matters relating to Human Resources; this may include development and approval of forms, documents, policy and protocols

- To liaise with the Manager of Academic Affairs on matters relating to faculty including Faculty Council and development of protocols for appointment, promotion and tenure

- To Co-Chair the Faculty of Medicine Space Committee and act as a liaison with Eastern Health and the university wide Space Committee

- To Chair the non-bargaining Promotion and Tenure Committee (please note our guidelines indicate they have to be Full Professor so may have to remove this item)

- To Chair the Education Deans’ Committee

- To Chair search committees seeking Chair, Assistant and Associate Dean appointments

- To be a member, Dean’s delegate or Dean’s alternative on committees including, but not limited to:
  - Senior Management Committee
  - Faculty Council
  - Destination Excellence Implementation Steering Team
  - Senior Executive Committee
  - Clinical Chairs
  - The Joint Management Committee between the Faculty of Medicine and Eastern Health
  - Destination Excellence Project Teams
  - Discipline Metrics working group
  - Unit Assessment

- To undertake such other duties or special assignments as may from time to time be requested by the Dean including acting on the Dean’s behalf in his/her absence