

Title & time allocation	Key deliverables	Reporting relationship	Key Performance Measures
Assistant Dean (0.2 –0.4 FTE)	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Reports for all matters to the Vice Dean or Associate Dean in their portfolio, as appropriate</li> <li>• Represents the Vice Dean or Associate Dean in his/her absence as delegated</li> <li>• Develops, implements, monitors and evaluates issues/policies related to specific areas in their portfolio</li> <li>• Advocates for their portfolio</li> <li>• Provides outcome measures (annually and more frequently) within their portfolio where applicable</li> <li>• Works with learners on initiatives or deliverables in their portfolio where applicable</li> </ul> <p><b>Communication and Advancement</b></p> <ul style="list-style-type: none"> <li>• Represents the school locally, provincially and nationally at meetings where relevant</li> <li>• Speaks for the School in media in collaboration with Vice Dean, or Associate Dean and Communications as directed</li> <li>• Provides support to the Dean's fundraising team as needed</li> </ul> <p><b>Development of Faculty and Staff</b></p> <ul style="list-style-type: none"> <li>• Works with faculty who may be in their portfolio</li> </ul> <p><b>Fiscal</b></p> <ul style="list-style-type: none"> <li>• Works with Staff leadership in their portfolio on budget development, implementation and reporting where applicable</li> </ul> <p><b>Legislative</b></p> <ul style="list-style-type: none"> <li>• Supports accreditation/evaluation directives where relevant to their portfolio</li> </ul>	Associate Dean or Vice-dean as appropriate	<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Metrics specific to direct supporting task, with reporting to Associate Dean or Vice Dean where appropriate</li> <li>• Development of Faculty and Staff</li> <li>• Outcome measures - faculty and learner</li> </ul> <p><b>Annual review</b></p> <ul style="list-style-type: none"> <li>• 360 review every 1/3 years or at the discretion of the Associate Dean or Vice Dean as appropriate</li> <li>• Portfolio performance</li> </ul> <p><b>Legislative</b></p> <ul style="list-style-type: none"> <li>• Program accreditation if applicable</li> </ul>

## Appendix A

### Standard 2: Leadership and Administration

A medical school has a sufficient number of faculty in leadership roles and of senior administrative staff with the skill, time, and administrative support necessary to achieve the goals of the medical education program and to ensure the functional integration of all programmatic components.

#### 2.1 Senior Leadership, Senior Administrative Staff and Faculty Appointments

The dean and those to whom he or she delegates authority (e.g. vice, associate, assistant deans), department heads, and senior administrative staff and faculty of a medical school are appointed by, or on the authority of, the governing board of the university.

#### 2.2 Dean's Qualifications

The dean of a medical school is qualified by education, training, and experience to provide effective leadership in medical education, scholarly activity, patient care, and other missions of the medical school.

#### 2.3 Access and Authority of the Dean

The dean of a medical school has sufficient access to the university president or other university official charged with final responsibility for the medical education program and to other university officials in order to fulfill the dean's responsibilities. The dean's authority and responsibility for the medical education program are defined in clear terms.

#### 2.4 Sufficiency of Administrative Staff

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.

#### 2.5 Responsibility of and to the Dean

The dean of a medical school with one or more geographically distributed campuses is administratively responsible for the conduct and quality of the medical education program and for ensuring the adequacy of faculty at each campus. The principal academic officer at each campus (e.g., regional/vice/associate/assistant/dean or site director) is administratively responsible to the dean.