

Title & time allocation	Key deliverables	Reporting relationship	Key Performance Measures
Centre\ Office\ Institute Director May be either a full time employee specific to the position, or Faculty member with defined role	<p>Administration</p> <ul style="list-style-type: none"> - Lead strategic planning at the departmental level and ensure synergy with Faculty and University level planning and oversees the implementation of the plan - Implement strategic directions through appropriate deployment of human and financial resources - Ensure effective departmental governance structure - Ensure that human resources are adequate and appropriately deployed to meet the academic missions of the department - Ensure that space and other physical resources are allocated according to sound principles - Participate in leadership-level Faculty and University committees - Ensure that the student learning environment is appropriate academically and is safe and respectful - Promote the development of novel undergraduate modules / courses, as appropriate, and regular review of ongoing components to ensure quality - Ensure graduate student recruitment is fairly administered for all faculty - Oversees the IQAP reviews of the training programs. <p>Communication and Advancement</p> <ul style="list-style-type: none"> - Oversees the content of the description of Center programs and policies, along with other materials publicizing the Center's work, including the Center's\Office's\Institute's annual report, as appropriate. - Provides support to the Dean's fundraising team as needed 	Dean or Dean's delegate	<p>Administration</p> <ul style="list-style-type: none"> - Development of a departmental strategic plan which aligns with the Schulich and University strategic plans with review every five years - Development of an academic plan that addresses the University's priorities of growth in both research and education domains, including enhanced graduate student numbers - Annual meeting with the Dean on progress of strategic plan, academic plan, and balanced budget - Development of a five year human resources strategic plan - Stewardship of departmental deliverables in undergraduate teaching and/or curriculum development - Stewardship of graduate training and accreditation - Annual report of the number of graduate students\programs and research funding for department - Evidence of facilitation of the development of applications for granting opportunities for faculty and trainees - The successful accreditation of graduate program(s)

Title & time allocation	Key deliverables	Reporting relationship	Key Performance Measures
Centre\ Office\ Institute Director May be either a full time employee specific to the position, or Faculty member with defined role	<p>Fiscal</p> <ul style="list-style-type: none"> - Ensure that financial resources are strategically allocated and responsibly managed - Prepare budget and planning documents annually - Ensure grant overheads are appropriately allocated to department <p>Development of Faculty and Staff</p> <ul style="list-style-type: none"> - Lead and engage faculty and staff - Ensure that new hires are strategic - Take steps necessary to ensure success of faculty and staff (e.g. mentorship committees, support of applications, ...); prepare any correspondence relevant to the career path of faculty (e.g. letters for promotion dossier) - Oversees the orientation for new faculty <p>Legislative</p> <ul style="list-style-type: none"> - Oversight of Chair roles as outlined in the prevailing UWOFA collective agreement (e.g. chairing appointments committee, APE committee for UWOFA faculty) plus any processes delegated to Chair by Dean 	Dean or Dean's delegate	<p>Fiscal</p> <ul style="list-style-type: none"> - Ensures a balanced budget <p>Development of Faculty and Staff</p> <ul style="list-style-type: none"> - Evidence of strategic recruitment that addresses the Schulich Strategic Planning priorities - Develop succession planning - Mentorship committee establishment. - Provides new faculty orientation and onboarding <p>Legislative</p> <ul style="list-style-type: none"> - Accountability for graduate program accreditation - Departmental adherence to the UWOFA Collective Agreement - Departmental adherence to the Schulich "Code of Conduct" - Accountability for graduate program accreditation

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.