

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"> • Has terms defined contractually • Provides leadership in envisioning how the Center\Office\ Institute is to fulfill its mission. • Is responsible for overseeing the day-to-day work of the Center\ Office\Institute. • Leads and guides the Center’s\Office’s\Institute’s strategic planning processes in cooperation with the Dean and ensures synergy with Faculty and University level planning • Oversees the implementation of the Center’s\Office’s\Institute’s strategic plans. • Leads the strategic planning for the Center\Office\Institute and Consults with, and is available for consultation by, the Dean to ensure that the Center’s work is consistent with the larger aims of the School • Serves as an advocate to the Dean and other administrators with regard to Center’s\Office’s\Institute’s matters. <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 <p>Fiscal</p> <ul style="list-style-type: none"> • Ensures that Center’s\Office’s\Institute’s funds are being spent in accordance with its overall mission • Oversees the budgeting process on a yearly basis, and maintains the budget over the course of each year 	Dean or Dean’s delegate	<p>Administration</p> <ul style="list-style-type: none"> • Metrics are developed at the time of hiring into the administrative or academic centre with those including: successful implementation of the academic plan of the unit with tracking of progress by dashboard measures, tracking and achieving the projected unit budget, successful alignment of the unit with the larger aims of the Schulich School of Medicine & Dentistry

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Centre\ Office\ Institute Director May be either a full time employee specific to the position, or Faculty member with defined role	<p>Development of Faculty and Staff</p> <ul style="list-style-type: none"> Leads the recruitment of leadership roles within their portfolio where applicable Develops, implements and evaluates the performance and assessment criteria for the leaders within their portfolio, where appropriate <p>Legislative</p> <ul style="list-style-type: none"> Is involved in leading policy development, implementation and outcome results related to the portfolio 	Dean or Dean's delegate	

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.