

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"> To influence, promote, and support the University's and Hospital's strategic plans; To ensure effective departmental governance structure; To develop a departmental strategy/strategic plan to carry out the tripartite mission of patient care, teaching and research and ensures synergy with Faculty and University level planning and oversees the implementation of the plan To oversee, promote and improve the quality of patient care, education and research performed by members of the University and Hospital(s) department; To ensure effective mentoring processes are in place as per the Schulich Mentorship Program <p>Communication and Advancement</p> <ul style="list-style-type: none"> To develop and foster co-operative relationships among the departments' members and with other Schulich Decanal team and University and Hospital(s) departments and staff; To provide support to the Dean's fundraising team as needed <p>Fiscal</p> <ul style="list-style-type: none"> To advocate for sufficient clinical and academic funding from the university and the hospital to support the departmental mission and through collaboration with local, regional, provincial and national funding agencies and foundations; To ensure that sufficient funds are available to carry out the departmental mission. This may include working with the departmental Financial Management Committee and/or the Alternate Funding Plan, or negotiations of alternate funding plans, departmental titling etc. 	Dean or Dean's delegate	<p>Administration</p> <ul style="list-style-type: none"> Development of a departmental strategic plan that aligns with the Schulich, University and Hospital strategic plans, with review every 5 years Annual Career Development Plan (CDP) report Meeting with the Dean annually on progress on strategic plan and balanced budget Effective and regular participation in the Committee of Clinical Chairs and other representative committees at Schulich and the hospitals Development of a five year human resources strategic plan Application of academic role categories document to all clinical academic faculty Ensures the annual conflict of interest disclosure forms are completed by faculty members Integration of training program across both Schulich campuses (Windsor & London) with extension into the Schulich Medicine Distributed Education Network (DEN) as appropriate The successful accreditation of the residency program(s) by RCPSC Stewardship of departmental deliverables in UME teaching and/or curriculum development Stewardship of residency training and accreditation Stewardship of departmental research directions, including the full breadth of knowledge synthesis, translation and education where appropriate <p>Fiscal</p> <ul style="list-style-type: none"> Ensures Balanced budget

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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"> To oversee faculty development and to monitor the career development process (i.e. provide mentoring and professional development opportunities) for their faculty members Advocates and supports faculty wellness initiatives within the department Oversees the orientation for new faculty <p>Legislative</p> <ul style="list-style-type: none"> To ensure that all department members understand and manage compliance with the relevant legislation, By-Laws, Rules and Regulations, policies and procedures and ethical guidelines of the University and the Hospital(s) in which they function. Ensures department members report and manage conflict of interest 	Dean or Dean's delegate	<p>Development of Faculty and Staff</p> <ul style="list-style-type: none"> Evidence of strategic recruitment that addresses the strategic planning priorities Completes annual CDPs for Limited Term faculty members and every other year or at the call of the Chair or the Faculty member for Continuing Appointment faculty members Develop succession planning Mentorship committee establishment Provides new faculty orientation and onboarding <p>Legislative</p> <ul style="list-style-type: none"> Accountability for residency accreditation Departmental adherence to the "Conditions of Appointment for Physicians" Departmental adherence to the "Code of Conduct" document

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.