

Title & time allocation	Key deliverables	Reporting relationship	Key Performance Measures
Dean (1.0 FTE)	<p>Administration</p> <ul style="list-style-type: none"> • Is the senior academic officer for the Schulich School of Medicine & Dentistry, and therefore must comply with the terms of accreditation with respect to qualifications and role across a broad range of activities of both the School and the University (CACMS Standards 2.1,2.2,2.3,2.4,2.5–Appendix A) • Is primarily a University officer, serving in that capacity on the Senate (consistent with the Senate rules of governance), appropriate major committees and other University bodies as may be required from time to time • Has key content knowledge (e.g., academic medical centers governance, expectations of clinicians and scientists, process of medical education) and possesses certain attributes (e.g., leadership/visionary/team-based commitment to the success of others, appreciation of institutional culture) • Preparation of agendas for Decanal leadership meetings (i.e. Senior Leadership Council; ECSC) and other key leadership meetings (e.g. Windsor Program Governance Committee) • Is responsible for managing and leading key areas such as strategic planning • Within the context of the collective agreement and the Student appeals policy (both graduate and undergraduate), is the final point of the Schulich School of Medicine & Dentistry contact on disciplinary issues - With respect to Decanal appointments, chairs the selection committee at the level of Vice-Decanal appointments and may delegate Associate or Assistant Decanal appointments - With respect to Decanal appointments, is responsible for decisions regarding removal from the decanal role - With respect to the Council of Faculties of Medicine (COFM), attends where possible all meetings and takes an active role commensurate with experience 	Provost and Vice-President Academic	<p>Administration</p> <ul style="list-style-type: none"> • Development, maintenance or renewal of the strategic plan • Stewardship of the implementation of the strategic plan • Regarding the Windsor Program Governance Committee: maintains linkage with the Provost and Vice-President Academic at the University of Windsor with respect to the Windsor/Western Affiliation Agreement • Has ultimate accountability for the accreditation process of the School (CACMS/LCME) but also of individual education programs at the graduate and undergraduate level and in doing so, ensures timely preparation for, and conduct of, accreditation processes. • Working closely with the Chief Operating Officer, ensures, at a high level, an efficient operation with stable HR planning

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Dean (1.0 FTE)	<ul style="list-style-type: none"> • With respect to the Association of Faculties of Medicine of Canada (AFMC), attends where possible all meetings and takes an active role commensurate with experience • Is the key liaison with provincial, national and international bodies. For example, but not limited to, MOHLTC, RCPS, AAMC and university partners <p>Communication and Advancement</p> <ul style="list-style-type: none"> • Oversees the School's relations with other faculties (in order to ensure that they are harmonious and serve the total University's objectives as delineated in the University Strategic Plan). • Is the public voice of the School and promotes initiatives and articulates school contributions locally, regionally, provincially, nationally, and internationally • Is the lead in developing and enhancing relationships with key community stakeholders • Major involvement in Community and peer engagement. • Takes a leadership role in Communications and Advancement (Fundraising & Development) and represents the Faculty locally, provincially, nationally and internationally in such endeavors • Represents the School on boards of affiliated Hospitals (where defined by Board Governance legislation) <p>Fiscal</p> <ul style="list-style-type: none"> • Is responsible for managing and leading financial stewardship 	Provost and Vice-President Academic	<p>Communication and Advancement</p> <ul style="list-style-type: none"> • Evidence of involvement in leadership of fundraising and development, including, but not limited to, participation in major University and Faculty fund raising events, and cultivation of donor prospects <p>Fiscal</p> <ul style="list-style-type: none"> • Development and implementation of a four year budget planning submission • Development, submission and implementation of the annual budget planning submission in the context of the four year budget plan • Status in Tricouncil funding positioning for the Faculty (i.e. CIHR, SSHRC, NSERC) with evidence of enhanced performance of the faculty • Evidence of annual career development programs made available for faculty and staff • Faculty quality recognition (teaching & research awards)

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Dean (1.0 FTE)	<p>Development of Faculty and Staff</p> <ul style="list-style-type: none"> - Is responsible for managing and leading recruitment and retention of talent - Moderates Career Development Plans (CDPs) or similar processes for direct reports (e.g., Vice-Deans, Chief Operating Officer (COO), Chair/Chiefs) - Plays an integral role in recruitment of strategic leadership (including but not restricted to Basic Chairs, Clinical Chair/ Chiefs, Endowed Chairs, Research Chairs, Decanal leaders etc.), including: <ul style="list-style-type: none"> » Oversight of decanal selection committee composition » Chairing or delegation of chairing of selection committee » Responsibility for adherence of selection process to UWOFA Collective Agreement (or comparable document) » Achieve mutual agreement with the appropriate partner leadership with respect to the terms of the letter of offer (e.g., joint appointments, etc.), including expectations, resource allocations, and performance metric determinations » Preparation of, or where appropriate participation in, letter of offer - Ensures a robust succession strategy for strategic leadership positions - Academic quality assurance: programs, P&T, APE, etc. <p>Legislative</p> <ul style="list-style-type: none"> - Has the dual role of making independent judgments on total University matters and representing the School's policies and points of view; - Is the final arbitrator of Annual Performance Evaluations for faculty, including but not limited to processes defined by the Collective Agreement (UWOFA) 	Provost and Vice-President Academic	<ul style="list-style-type: none"> - Evidence of continuing professional development (e.g. AAMC course attendance) - Oversight of both discretionary and non-discretionary endowment fund expenditures <p>Legislative</p> <ul style="list-style-type: none"> - As indicated, accreditation of all educational and professional development programs of the Faculty including those for trainees, faculty and staff, where appropriate.

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.