EDUCATIONAL SCHOLARSHIP ADVISORY COMMITTEE

Terms of Reference

The Educational Scholarship (ES) Advisory Committee advises the Office of Professional Development and Educational Scholarship (OPDES) Leadership Team on the priorities, directions, and operation of the Office related to Educational Scholarship.

Committee Responsibilities

1. Advise and provide feedback on the development and monitoring of an appropriate mission, vision and strategic plan for the Office in service to the Faculty of Health Sciences (FHS)

2. Ensure ES activities and initiatives of the Office are consistent with its stated Mission and Vision, ~~and~~ the ~~Mission and~~ Vision of the FHS, and the Missions of the Schools of Medicine, Rehabilitation Therapy, and Nursing

3. Advise on the development of policies that:

    a. Ensure an effective organizational structure of the Office for the provision of high-quality Educational Scholarship

    b. Ensure sound, sustainable, ethical, and fiscal arrangements exist between the Office and its partners

    c. Ensure that the Office supports and enhances the quality of teaching and learning provided by health professional educators through educational and scholarly activities that are based on sound research, pedagogical, and evidence-based principles

    d. Ensure that appropriate partnerships exist between the Office and key educational partners and stakeholders

4. Suggest, as possible, new partnerships and opportunities that enhance the reach and mandate of the Office

5. Advise on activities that promote development and translation of educational scholarship in FHS

6. As appropriate, help disseminate news of events and initiatives of interest to the ES community

7. Advise on the necessary educational scholarship requirements to ensure that Queen's University meets the accreditation standards of the Committee on the Accreditation of Canadian Medical Education (CACME) for Offices of Continuing Education

Membership

Membership of the Educational Scholarship Advisory Committee will represent a broad spectrum of stakeholders with the necessary knowledge and skill to effectively fulfill the duties of the Committee.

- Members will ordinarily serve for a 3-year term, staggered for continuity, and renewable

- The Committee will be chaired by the Director, Education Scholarship
- The Chair may invite guests necessary to the conduct of the meeting
- A member of the Office's staff will act as secretary to the Committee

Appointed by Associate Dean, Professional Development

- One or more Health Professions Education Scholar or Clinician Scientist
- One Representative from the Centres for Study in Primary Care (CSPC)
- One Representative from the Health Sciences Library
- One representative recommended by the Director, School of Nursing
- One representative recommended by the Director, School of Rehabilitation Therapy
- Other representatives as deemed necessary by the Associate Dean, Professional Development

Ex-officio:

- Vice-Dean Education, Faculty of Health Sciences
- Associate Dean, Professional Development

Meetings

The Educational Scholarship Advisory Committee will normally meet no more than 3 times per year and no less than 2 times per year. Each meeting will constitute up to a two-hour commitment.

Decision Making

The Committee will make recommendations to the Office Leadership Team on the basis of consensus.

NEW Terms of Reference – approved by Faculty Board Executive October 2, 2019~~September 2019~~