FACULTY DEVELOPMENT ADVISORY COMMITTEE

Terms of Reference

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

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 FD activities, initiatives, and partnerships 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 Faculty Development

    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 provided by health professional educators through educational and scholarly initiatives that are based on inclusive approaches and 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. As appropriate, help disseminate news of events and initiatives

Membership

- Membership of the Faculty Development 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 responsible for leading Faculty Development for the Office

- 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 the Associate Dean, Professional Development:

- Assistant Dean, Regional Education
- One representative recommended by the Associate Dean, Postgraduate Medical Education
- One representative recommended by the Associate Dean, Undergraduate Medical Education
- One representative from the Course Development Unit
- One representative recommended by the Director, School of Nursing
- One representative recommended by the Director, School of Rehabilitation Therapy
- One representative recommended by the Associate Dean, Graduate and Postdoctoral Education
- One Representative recommended by the Head, Department of Family Medicine
- 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 Faculty and Educational Development Advisory Committee will normally meet no more than 3 times per year and no less than 2 times per year.

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~~