



Faculty Development Planning Committee

Terms of Reference

DEPARTMENT OF FAMILY MEDICINE

Reports To:	<ul style="list-style-type: none"> Executive Management Committee, Department of Family Medicine
Approved By/Date:	<ul style="list-style-type: none"> Approved by Faculty Development Planning Committee - May 23, 2012 Approved by Executive Management Committee - June 20, 2012
Scheduled Review	<ul style="list-style-type: none"> Approved by Faculty Development Planning Committee - May 23, 2012 Approved by Executive Management Committee - June 20, 2012

Purpose

The primary role of the Faculty Development Planning Committee is to support the academic development of the department by facilitating and encouraging teaching and scholarship.

Functions

1. Annually set the planning goals for faculty development and periodically review the faculty development needs of the department.
2. Advise the Department Head regarding evaluation processes and standards for the quality of teaching to ensure continued upgrading of the scholarship of department members.
3. Provide faculty development in cooperation with the committees of postgraduate and undergraduate education, for ongoing education of all teachers in the department through workshops, seminars, visiting lectureships, publications, and other means.
4. Collaborate with other departments and faculties in an effort to share resources and expertise, where appropriate.
5. Communicate with other departments of family medicine regarding faculty development issues.
6. Maintain a record of faculty development activities sponsored by the department.

Membership

The committee will be chaired by the Director, Faculty Development.

- One physician faculty from each of Kildonan Medical Centre, Family Medical Centre, Northern Connection Medical Centre, and Parkland Residency Training Unit
- One non-physician faculty from each of Kildonan Medical Centre, Family Medical Centre, Northern Connection Medical Centre, and Parkland Residency Training Unit

The above members will be appointed by the respective unit directors and will serve a two-year term.

1. Two (2) representatives from distributed education sites (to be recruited by the Chair)

Ex-officio members:

- Head, Department of Family Medicine
- Associate Department Head, Distributed Medical Education
- Director, Postgraduate Education
- Director, Undergraduate Education

All members above are voting members.

Corresponding member (non-voting)

- Faculty Developer, Department of Medical Education, Faculty of Medicine

Meetings

The committee will meet at least three (3) times a year, but may meet more frequently at the call of the Chair. Meeting dates will be set at the outset of the academic year and a schedule provided to all members.

Minutes will be taken by the support staff assigned to faculty development. Agendas will be sent out at least seven (7) days in advance of the meeting, and minutes will be distributed within 60 days of each meeting.

Quorum

Seven (7) active members constitute a quorum.

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Terms of reference will be reviewed every five (5) years by the Faculty Development Planning Committee and approved by the Executive Management Committee.