

Faculty Development Committee

Terms of Reference

DEPARTMENT OF FAMILY MEDICINE

Reports To	Executive Management Committee, Department of Family Medicine
Approved By/Date	- Approved by Faculty Development Planning Committee - June 3, 2020 - Approved by Executive Management Committee – September 16, 2020
Scheduled Review	- Approved by Faculty Development Planning Committee – - Approved by Executive Management Committee –

Purpose

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

Functions

- Periodically participate in and review a needs assessment for faculty development that utilizes multiple sources of information including summaries of faculty assessments and that considers all learners (by level, College, and/or discipline)
- Annually set the planning goals for faculty development based on the results of the needs assessment, with input of appropriate committees within the department (undergraduate, masters of physician assistant studies, residency program, and research committees) and with consideration of the CFPC's Fundamentals of Teaching Activities (FTA) Framework
- Support the delivery of faculty development and ongoing education of all members in the department through workshops, seminars, visiting lectureships, publications, and other means.
- Collaborate with Office of Educational & Faculty Development (OEFD) to identify and address priorities for faculty development within the discipline
- Communicate with other departments of family medicine regarding faculty development issues
- Advise the Department Head regarding evaluation processes and standards for the

quality of teaching to ensure continued upgrading of the scholarship of department members

- Maintain a record of and assess the impact of faculty development activities sponsored by the department

Membership

- Director, Faculty Development (chair)
- Faculty Development Site Leads
- Associate Department Head, Distributed Medical Education
- Director, Masters of Physician Assistant Studies
- Director, Postgraduate Education
- Director, Enhanced Skills Programs
- Director, Undergraduate Education
- Director, Clerkship
- Director, Research
- Head, Department of Family Medicine
- Chair, Interprofessional Faculty Committee or designate
- QI Lead
- Resident representative as chosen by chief residents

All members above are voting members.

Meetings

The committee will meet at least once (1) per 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 Committee and approved by the Executive Management Committee.