

Department of Family Medicine

POSITION DESCRIPTION

TITLE Director, Faculty Development

REPORTS TO Head, Department of Family Medicine

QUALIFICATIONS

Required:

- GFT in the Department of Family Medicine
- holds a full licence from The College of Physicians and Surgeons of Manitoba
- previous teaching experience in undergraduate or postgraduate Family Medicine
- interpersonal skills appropriate to dealing with individuals from a variety of backgrounds

Preferred:

- degree or certificate in adult education

BRIEF DESCRIPTION OF POSITION

The Director, Faculty Development is responsible for the overall direction of faculty development initiatives within the department. The incumbent has responsibility for planning educational activities that support the academic roles of individuals working within various programs of the department.

DUTIES AND RESPONSIBILITIES

In addition to the duties and responsibilities related to teaching, the incumbent is responsible for:

1) Administrative

- maintains a record of faculty development activities sponsored by the department
- ensures all faculty development activities are conducted in accordance with departmental, faculty, and university standards and protocols

2) Educational

a) Students

- none related to this position

b) Faculty

- in conjunction with the Postgraduate Education Committee and the Undergraduate Education Committee, identifies faculty development needs and plans, implements and evaluates a faculty development program to meet those needs
- establishes evaluation processes to assist the Department Head in evaluating faculty members

- establishes standards for the quality of teaching to facilitate continued upgrading of the scholarship of department members who have academic responsibilities

3) Department/Section

- Department
 - acts as Chair of Faculty Development Planning Committee
 - participates as a member on:
 - Fiscal and Human Resources Committee
 - Executive Management Committee

4) Supervisory

- none related to this position

5) Scholarly Activity

- sets an example for others by actively trying to increase medical knowledge or enhance medical education by engaging in research and other scholarly activities
- responsible for ensuring the development of a framework and mechanism for evaluating faculty development initiatives

6) Time Commitment

- time required to fulfill the duties related to this position is approximately 0.1 EFT (four hours or one half-day per week)

LINKAGES/INTERACTIONS

Department

- Director, Postgraduate Education
- Director and Associate Director, Undergraduate Education
- Director, Research

Faculty of Medicine

- Department of Medical Education
- Assistant Dean, Faculty Development
- Associate Dean, Continuing Medical Education

External

- other departments of Family Medicine