

Appointment and Renewal Process for Interprofessional Education Coordinator

Faculty of Health

The position of Interprofessional Education (IPE) Coordinator is a 40% administrative workload appointment in the Faculty of Health and is filled through an expression of interest and selection process that includes interviews with the IPE Coordinator Review and Selection Committee. Given the high administrative workload associated with this academic appointment, the IPE Coordinator must hold a tenured, senior instructor or university teaching fellow faculty appointment in the Faculty of Health.

Expressions of Interest

When there is a vacancy in the IPE Coordinator position, the Dean will seek expressions of interest via the Faculty of Health listserv. Persons interested in serving as the IPE Coordinator can submit an expression of interest to the Associate Dean (Academic), within the timelines communicated by the Dean and in the manner which the Dean identifies. Expression of interest letters should include experience and/or interest related to the six key areas of responsibility listed below (see position description for more detail):

1. Leadership and accountability for advancing the Faculty of Health's strategic priorities related to Interprofessional Education (IPE)
2. Facilitating the development of existing and new IPE initiatives at Dalhousie
3. Leadership and contributions through serving on IPE related committees within the Faculty of Health and across the three health faculties at Dalhousie
4. Representing the interprofessional education interests of the Faculty of Health in discussions regarding the utilization and organization of the Collaborate Health Education Building and the Centre for Collaborative Clinical Learning and Research (C3LR).
5. Providing mentorship to Faculty of Health student organizations
6. Liaising with the community and other universities/agencies regarding IPE initiatives and priorities

IPE Coordinator Review and Selection Committee (ad hoc)

The Review and Selection Committee shall normally consist of:

- Associate Dean (Academic), Faculty of Health - (Chair)
- Senior Instructor or University Teaching Fellow Member, Faculty of Health
- Tenured Faculty Member, Faculty of Health

Nominations for the Senior Instructor or University Teaching Fellow member and the Tenured faculty member shall be selected by the Faculty of Health Interprofessional Education (IPE) and Simulation-based Education (SBE) Advisory Committee, taking equity, diversity, inclusion, and accessibility (EDIA) into consideration.

The committee will review letters of expression and CVs and will meet with selected candidates to identify their preferred candidate. The selection committee will make a recommendation to the Dean.

Conflict of Interest - If a candidate believes that a member of the Committee is in a conflict of interest with respect to their expression of interest, they may apply in writing with reasons, to the Dean. Unless the reasons are determined not to be in a conflict of interest, the Dean will ask the Committee member to step down and a replacement shall be named. If a Committee member believes that they are in a conflict of interest with respect to an expression of interest under consideration, the Committee member will inform the Chair. If review of nominations has not begun, the Committee member will be replaced.

Term of Appointment

The term of the appointment will be three years with the opportunity for renewal. The term would normally be July 1 to June 30 but can follow other timelines if workload necessitates.

Renewal

Six months prior to the end of a term, the incumbent IPE Coordinator will notify the Dean, Faculty of Health, whether they wish to be considered for a renewed appointment. If they do not, then the Appointment and Renewal Process for a new IPE Coordinator will begin. If they wish to renew, then the decision will be made at the discretion of the Dean in consideration of workload demands within the School/College where the incumbent holds their primary appointment and in consultation with the Associate Dean Academic, Faculty of Health.

If a vacancy for the IPE Coordinator arises unexpectedly and the Dean determines insufficient time to follow the normal selection and review process or if the IPE Coordinator becomes unable to continue their duties for a period likely to be relatively prolonged, the Dean may appoint an Acting IPE Coordinator for the remainder of the term.

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