

 <b>DALHOUSIE UNIVERSITY</b> FACULTY OF HEALTH  <b>Position Description:</b> <b>Associate Dean</b> <b>Academic</b>	<i>Sponsor:</i> Dean	<i>Approval Date:</i> MAC – Oct 23, 2016
	<i>Responsible Unit:</i> Faculty Council	<i>Amendments:</i> Formatting, March 2018

**TERM:** Five-year renewable term (part-time appointment)

**OVERARCHING MANDATE:**

As a key leader in the Faculty, the Associate Dean Academic (ADA) provides strategic academic leadership to support development and achievement of the Faculty’s academic goals and objectives. The incumbent must hold the rank of Associate or Full Professor and be tenured. This includes the following core responsibilities:

- Academic Leadership – provide strategic leadership and support for academic programs offered by the Faculty, including academic program planning / strategic planning, and curriculum development, implementation, evaluation and continuous improvement.
- Academic Operations – provide leadership for and coordination of the operational function of the academic mission of the Faculty.
- Faculty Development- collaborate with the Dean and Directors to support faculty development to promote teaching excellence.
- Faculty Representation – represent the Faculty at University-lead initiatives (e.g., University-level committees, University policy development, University strategic planning, University/community events). This includes advising the Dean and School/College Directors on university initiatives.
- Oversee accreditation review processes within the Faculty and ongoing accreditation risk assessment.
- Act as Dean in the absence of the Dean.

The following are core responsibilities:

1. General

- Lead, along with School Directors, the development and implementation of the Academic Program Plans of the Faculty and Schools, in light of emerging health education needs in Canada and, especially, in Nova Scotia
- Lead the overall academic quality assurance framework of the Faculty, by working with the Dean and academic units of the Faculty to ensure that quality indicators

are met (e.g., accreditation, regulatory body, University and Faculty-level standards)

- Provide leadership to academic units in the Faculty to support curriculum development, innovation, and evaluation. Provide a critical perspective to ensure adequate alignment with the Faculty Academic Program Plan.
- Lead the academic integrity policy and processes for the Faculty by serving as an Academic Integrity Officer (AIO) for the Faculty and providing leadership and support to the other AIOs, as needed
- Oversee resource / space allocation to support academic programming and innovation
- Develop, promote, and maintain collegial relationships with internal and external stakeholders
- Chair the Faculty of Health Student Appeals Committee
- Ensure compliance with governing policies and Collective agreements
- Liaise proactively between Faculty and University-level entities
- Highly recommended that the Associate Dean engage in national-level educational initiatives/service (e.g., accreditation council, national-level curriculum committee, scholarship of teaching and learning peer reviewer, conference organization, national interprofessional education committee, external program/Faculty reviewer).

2. Committee membership may include but is not limited to:

- University:
  - i. Associate Dean Academic Council (ADAC)
  - ii. Senate Academic Programs and Research Committee – Academic Programs Sub-committee
- Multi-Faculty:
  - i. Centre for Collaborative Clinical Learning and Research Advisory (C<sup>3</sup>LR) Committee
  - ii. Interprofessional Education Coordinating Committee (IPECC)
  - iii. Aboriginal Health Sciences Initiative - Management Advisory Committee
- Faculty:
  - i. Faculty of Health Deans Executive
  - ii. Faculty of Health Faculty Council
  - iii. Faculty of Health Academic Review Committee