

# Faculty of Medicine

## Vice Dean, Undergraduate Medical Education

The University of Ottawa Faculty of Medicine (FoM) invites applications and nominations for this leadership position.

The Vice-Dean, Undergraduate Medical Education, oversees the MD program and MD/PhD program (in collaboration with the Vice-Dean, Graduate and Postdoctoral Studies) as well as all the associated subprograms of undergraduate medical education. A team of senior academic and administrative leaders is responsible for the management of the MD and MD/PhD programs, while MD Program Leadership is supported by a robust committee structure that includes active participation by student leaders.

### Responsibilities of the Vice Dean, UGME:

- Oversees the Admissions portfolio for the Program
- Oversees the UGME portion of the Distributed Medical Education (DME) portfolio
- Oversees the Indigenous Program
- Oversees all curriculum content, delivery and evaluation
- Oversee all student assessments, faculty evaluations and program evaluation activities
- Advances policy related to the overall program to appropriate governing committees
- Ensures the curriculum meets all accreditation standards
- Ensures the Program meets all UGME related accreditation standards and promotes associated standards in other portfolios in the Faculty
- Oversees student academic progress and ensures that appropriate counselling and wellness services are available
- Represents UGME within the Faculty, University and outside agencies as needed

### Location and Compensation:

Time Allocation: 3 days per week. The successful candidate is expected to be located at the Faculty of Medicine during the 3 days. However, consideration will be given to flexible work arrangements that would enable the successful candidate to spread the work over the entire week.

Compensation will be aligned with Faculty of Medicine guidelines for administrative stipends. The duration of the appointment will be up to 5 years, renewable once.

### Applicants must meet the following qualifications:

- MD with an excellent understanding of the Faculty of Medicine programs and initiatives, as well as the 2020 - 2025 strategic plan called "Leading Innovation for a Healthier World";
- An expert leader with a proven track record of engaging teams, balancing organizational priorities, demonstrating academic excellence and performing research;
- Excellent interpersonal, communication, organizational and leadership skills;
- Demonstrated national or international impact in one or more of the following domains: teaching & education, academic leadership, and research;
- A clinician who is in good standing with their professional governing body;
- A university rank of Associate or Full professor;
- Eligibility for medical licensure in Ontario; and
- Fluency in one official language with at least a passive knowledge of the other.

You are invited to forward a letter of intent and CV no later than August 21, 2022 to:

#### Jennifer Dale

Dean's Office  
Faculty of Medicine, University of Ottawa  
451 Smyth Road, room 3020  
Ottawa ON K1H 8M5

Tel: 613-562-5800 ext. 8697

E-mail: [jdale@uottawa.ca](mailto:jdale@uottawa.ca)



» All qualified candidates are invited to apply; however, preference will be given to Canadian citizens and permanent residents. When submitting your application, please indicate your current status. The University of Ottawa is an equal opportunity employer. We strongly encourage applications from women, Indigenous peoples, persons with disabilities and members of visible minorities. If you are invited to continue the selection process, please notify us of any particular adaptive measures you might require by contacting the Office of the Associate Vice-President, Faculty Affairs at 613-562-5958. Any information you send us will be handled respectfully and in complete confidence. The University of Ottawa is proud of its 160-year tradition of bilingualism. Through its Official Languages and Bilingualism Institute, the University provides training to staff members and to their spouses in their second official language. At the time of tenure, professors are expected to have the ability to function in a bilingual setting.