Faculty of Medicine
Assistant Dean, Curriculum

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

The Assistant Dean, Curriculum is responsible for leading and overseeing the entire undergraduate medical education curricular content by ensuring systematic monitoring, review and revision on an ongoing basis. They are also responsible for planning, coordinating and executing a curriculum renewal. This position ensures educational alignment and effectiveness of the curriculum towards meeting the MD Program objectives and associated competencies.

Responsibilities of the Assistant Dean:

- Responsible for the management and leadership of all Directors of major content areas under this portfolio, in the achievement of their goals.
- Advises, reports and facilitates the Undergraduate Medical Education Program (UGME) of the Faculty of Medicine on all aspects and matters related to the curriculum content.
- As Chair of the Curriculum Content Revision Committee (CCRC), leads an ongoing curriculum revision process that complies with the Committee on Accreditation of Canadian Medical Schools (CACMS) accreditation standards to ensure that the quality of the undergraduate medical education curriculum is continuously maintained and enhanced.
- Oversees all requests for new or revised objectives as well as the creation and revision on an ongoing and systematic basis.
- Ensures alignment of clinical curriculum in preclerkship and clerkship.
- Provides leadership in support of current major curricular innovations, including redesign and revisions.
- Maintains awareness of advanced professional learning by actively researching curricular trends and development and making recommendations consistent with the overall academic goals of the existing curriculum.
- Will lead the development, project planning and implementation of a renewed MD curriculum.

Location and Compensation:

Time Allocation: 2 days per week. The successful candidate is expected to be located at the Faculty of Medicine during the 2 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;
- Masters in Education (or equivalent);
- A clinician who is in good standing with their professional governing body;
- Eligibility for medical licensure in Ontario; and
- Bilingualism (EN/FR) an asset.

You are invited to forward a letter of intent and CV no later than July 16, 2023 to:

Dr. Alan Chaput
Vice Dean, UGME
Faculty of Medicine, University of Ottawa
451 Smyth Road,
Ottawa ON K1H 8M5

E-mail: ugmedean@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.