Faculty of Medicine
Assistant Dean, Student Evaluation & Curriculum Implementation

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

The Assistant Dean, Student Evaluation and Curriculum Implementation is responsible for leading and overseeing all aspects of the curriculum delivery of the MD Program and the assessment and evaluation processes for MD students. This includes, but is not limited to pre-clerkship, clerkship, MD/PhD program, competency-based medical education, student evaluation, remedial support and electives.

Responsibilities of the Assistant Dean:
• Leads, advises, reports and facilitates the Undergraduate Medical Education Program (UGME) of the Faculty of Medicine on all aspects and matters related to the curriculum delivery.
• Responsible for the management and leadership of all Directors under this portfolio, in the achievement of their goals. This includes the pre-clerkship and clerkship Directors, Director of CBME, Director of Academic Support, Director of MD/PhD program, Director of Electives, Director of Student Assessment and Faculty Evaluation.
• Supports mentorship and professional development activities to ensure faculty have the skills/knowledge to deliver the academic program. Collaborates with the Faculty Development Office in the development of learning opportunities for teachers in areas relevant to the curriculum delivery in Undergraduate Medical Education.
• Works with uOttawa Teaching and Learning Support Service (TLSS) and other educational experts, such as instructional designers, on implementation of novel methods of curriculum delivery.
• Ensures the teaching responsibilities are well planned and regularly evaluated.
• Ensures compliance with accreditation standards for the delivery of the program and oversees the implementation of modifications to the program delivery based on accreditation, program evaluation and curriculum revision.
• As Chair of the Student Promotions Executive Committee (SPEC), reviews students’ academic progress, performance issues, remediation and appeals.

Location and Compensation:
Time Allocation: 2.5 days per week. The successful candidate is expected to be located at the Faculty of Medicine during the 2.5 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), an asset;
• 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.