
TERMS OF REFERENCE

ASSOCIATE DEAN, CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

FACULTY OF HEALTH SCIENCES

The Associate Dean is a senior academic leader responsible for the planning, development, coordination and evaluation of the Continuing Health Sciences Education (CHSE) and Faculty Development Programs (PFD) in the Faculty of Health Sciences at McMaster University.

Reporting to the Vice Dean, Faculty Affairs, the Associate Dean will implement policies approved by the Faculty Executive with respect to Continuing Professional Development. The term of appointment will be for a period of five years, renewable subject to a favourable review.

The Associate Dean will:

Administration

1. Oversee the development and coordination of continuing professional activities across disciplines, programs and departments within the Faculty of Health Sciences and external institutions, including teaching hospital partners, as appropriate.
2. Oversee the
3. Evaluate outcomes of these activities from educational, logistical and budgetary perspectives.
4. Ensure effective operation of the CHSE and PFD programs and maintain financial accountability for their operating budgets. Actively pursue opportunities for expansion of CPD activities that promote its fiscal position.
5. Collaborate actively with the Assistant Dean, Program for Faculty Development (PFD), the Assistant Dean, Continuing Health Sciences(CHSE) and other relevant Faculty Education leaders to ensure a coordinated program of continuing professional development in the Faculty.
6. Chair the Continuing Professional Development Advisory Council.
7. Participate as a member of the Michael G. DeGroot School of Medicine Council.
8. Participate as a member of other Faculty and hospital committees relevant to Continuing Professional Development.
9. Liaise with continuing education units and initiatives within the University.
10. Represent the Continuing Professional Development Program to internal and external groups, institutions and agencies.

Education

1. Provide ongoing academic leadership for the program, including the development of innovative approaches to continuing education and novel collaborative ventures.
2. Support the Assistant Deans of the Program for Faculty Development and Continuing Health Sciences Education in developing opportunities for Clinician-Educators to enhance their clinical scholarship.
3. Promote the renewal of continuing education activities, including the application of new learning technologies.

4. Facilitate the identification of learning needs of community health professionals in the McMaster region and beyond, where appropriate.
5. Facilitate and where appropriate, coordinate activities related to the review, enhancement and maintenance of the competence of health care professionals.

Research

1. Facilitate research, development and evaluation in continuing professional development in the Faculty.

Conditions of Employment

The position of Associate Dean, Continuing Professional Development, shall be held by a qualified faculty member, appointed for a five-year term (renewable). The individual will be selected by a Senate Ad Hoc Selection Committee for nomination through the Senate Committee on Appointments to the Senate and the Board of Governors, as required by *The McMaster University Act, 1976* and the Senate By-laws.

Approved – Faculty Executive – 2019-03-27

Amended to add reporting relationships and title – 2020-02-26