

FACULTY DEVELOPMENT OVERSIGHT COMMITTEE

Continuing Professional Development

TERMS OF REFERENCE

Adopted by CPD Advisory Committee: January 24, 2023

Revised:

Next Review: 2025

FUNCTION

The Faculty Development (FD) Oversight Committee is a committee for the CPD Office at the Schulich School of Medicine & Dentistry.

At the Schulich School of Medicine & Dentistry, Faculty Development refers to activities offered to assist faculty to develop and improve their Schulich roles and responsibilities. These activities advance knowledge, skills, and behaviours related to teaching, educational scholarship, research, leadership, and administration.

The primary function of the Committee is to oversee and advise on Faculty Development needs, priorities, and initiatives within the Schulich School of Medicine & Dentistry.

RESPONSIBILITIES

The Committee will:

- identify and prioritize specific faculty development activities, innovations and resources that align with the CPD and SSMD strategic plans;
- explore potential operational efficiencies through collaboration with the development and dissemination of FD activities;
- act as ambassadors for the development, implementation and promotion of FD activities that meet educational, administrative, and ethical standards required for accreditation/certification;
- provide a forum to share best practices, discuss emerging trends, and scholarly opportunities (national, provincial and regional);
- report to the CPD Advisory Committee

MEMBERSHIP

- Associate Dean, CPD (Co-Chair)
- Faculty Development Specialist, Integrated Medical Education (Co-Chair)
- UME Representative as appointed by the Vice Dean UME
- PGE Representative as appointed by the Associate Dean PGE
- Basic Sciences Representative as appointed by the Vice Dean Basic Sciences
- Dentistry Representative as appointed by the Vice Dean Dentistry
- Windsor Representative as appointed by the Associate Dean Windsor
- DE Representative as appointed by the Assistant Dean DE
- Manager, CPD
- Administrative Assistant (non-voting, Committee Organizer)

MEMBERSHIP TERMS:

- The Associate Dean CPD shall act as the Committee Co-Chair for the duration of their tenure as the Associate Dean CPD.
- The Faculty Development Specialist shall act as the Committee Co-Chair for the duration of their employment as the Faculty Development Specialist
- All CPD staff committee members remain on the Committee for the duration of their employment within the CPD Office
- Other representatives serve for a three-year term, renewable once.

MEMBER RIGHTS AND PRIVILEGES

- Any committee member facing a conflict of interest shall disclose it in advance to the Chair.
- All members of the Committee are entitled to participate fully in the meeting processes, and to speak on all actions.
- The Chair shall delegate authority to another committee member if unable to attend or in addressing a topic where there is a potential for conflict of interest.
- Quorum shall be greater than 50% of the committee in attendance
- Where a vote is necessary and the vote results in a tie, the Associate Dean, CPD and FD shall cast the tie-breaking vote

MEETINGS

- The Committee will meet twice per year, with additional meetings at the call of the Chair or delegate.
- An Outlook calendar appointment will be sent to each committee member by the Committee Organizer in advance of the meeting.

AGENDA AND MINUTES

- An agenda will be emailed to each committee member at least one week prior to the date of the meeting.
- The agenda will be prepared by the Committee Organizer in collaboration with the Chair or delegate.
- Requests for new agenda items may be sent to the Committee Organizer or Committee Chair in advance of the meeting.
- All minutes will be recorded and securely stored electronically by the Committee Organizer.
- Minutes will be sent by the Committee Organizer, or CPD Administrative Assistant, to each committee member by email, normally within 10 business days post-meeting.