

**STATEMENT 2.0.1 – APPOINTMENTS & RENEWALS of LEADERSHIP ROLES**  
**Undergraduate Medical Education**

<b>Approved by:</b>	<b>Curriculum Committee</b>
<b>Date of original approval:</b>	<b>November 2013</b>
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**I. PURPOSE**

To ensure that all faculty have the opportunity to apply for and participate in the leadership of the UME curriculum, all program leadership appointments and renewals must follow a centralized process.

**II. DEFINITIONS OR STANDARDS**

**FA-12** At a medical education program, the dean and a committee of the faculty should determine policies for the program.

**FA-13** A medical education program should ensure that there are mechanisms in place for direct faculty involvement in decisions related to the program.

**FA-14** A medical education program must establish mechanisms to provide all faculty members with the opportunity to participate in the discussion and establishment of policies and procedures for the program, as appropriate.

**III. STATEMENT**

- 1.0 Each governance and operational committee leadership role vacancy will be advertised to all Schulich Medicine faculty through the department chairs.
- 2.0 This concerns appointments and renewals not covered by existing UME program positions (i.e.: Course Chair).
- 3.0 A search committee will be struck by the Curriculum Committee and show faculty and student representation from all curriculum sites and faculty from the basic and clinical sciences.
- 4.0 The search committee will be chaired by the Associate Dean, Undergraduate Medical Education (or delegate) and ensure that the candidate is able, qualified and meets the criteria of the appointment (i.e.: a basic science representative, a Windsor representative, a clinical representative, etc.).
- 5.0 The Search Committee will review and interview the candidates and make a recommendation to the Associate Dean, Undergraduate Medical Education through the Curriculum Committee.
- 6.0 The Curriculum Committee will review and either approve or reject the appointment or renewal.
- 7.0 The Associate Dean, Undergraduate Medical Education will approve the appointment unless there is just cause to not do so.
- 8.0 If no candidates come forward, a candidate will be approached and selected in a consultation between the Associate Dean, Undergraduate Medical Education and the subsequent Committee Chair using the same criteria for appointment or renewal as the Search Committee.