

# CALL FOR EXPRESSION OF INTEREST

Strategic Plan Steering Committee for the Schulich School of  
Medicine & Dentistry

June 2015 - February 2016

## DEADLINE FOR EXPRESSION OF INTEREST: JULY 15, 2015

### PURPOSE AND ACCOUNTABILITIES:

The Steering Committee works closely with the consultant to achieve the strategic planning outcomes.

- Sets the tone for cooperation to ensure Schulich Medicine & Dentistry achieves the goals of the strategic planning project;
- Ensures that key milestones are delivered and that the necessary resources are in place to support this work;
- Ensures the strategic planning process is inclusive, open and cooperative;
- Reviews and collaborates on strategic planning findings and outcomes;
- Provides direction and advice on recommendations;
- Champions the strategic planning process and outcomes with stakeholder groups.

The Steering Committee reports to the Senior Leadership Council and the School's Dean.

### STEERING COMMITTEE MEMBERSHIP:

It is essential that we keep the committee to a manageable size to ensure we can complete our work in an efficient and effective way. Therefore, membership must be representative of our stakeholders but cannot be all-inclusive.

### PROPOSED MAKE-UP (14 MEMBERS):

- Steering Committee Champion and Chair, Dr. Margaret Steele, Acting Dean and Vice Dean, Hospital & Interfaculty Relations;
- Students – 2;
- Faculty – 4 ((1)Dentistry, (2) Clinical, (1) Basic Science);
- Representative from Robarts Research Institute – 1;
- Representative from Education – 1 (Educator or Administrator);
- Staff – 1;
- Manager, Administration & Finance – 2 (Clinical, Basic Science);
- Director from Dean's Office – 1;
- Representative from Academic Hospital Sector – 1.

### QUALIFICATIONS:

- Champion for positive change, with proven influencing skills;
- Collaborative team player with excellent interpersonal and listening skills;
- Strong critical thinking and analytical skills;
- Broad understanding of needs and expectations of various stakeholder groups (i.e. stakeholders include: students, researchers, funders, patients, faculty, staff, community stakeholders, hospital stakeholders, etc.);
- Awareness and understanding about the environment in which the school operates in.
- Broad-minded, flexible and creative;
- Willingness to work hard and complete identified tasks.

### TIME COMMITMENT:

- Time commitment will vary over the life of the project, from June 2015 – February 2016;
- Expect a time commitment of at least four hours per month to attend meetings, review documents, respond to emails and complete assigned tasks.

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## PROCESS FOR EXPRESSING INTEREST IN THE ROLE:

If you are interested in pursuing this opportunity, please send your expression of interest by **4:00 p.m. on July 15**, to **Anne Becker, Pathway Consulting at [climb@rogers.com](mailto:climb@rogers.com)**.

Your expression of interest should describe why you are interested in being a member of the Steering Committee, what skills and qualifications you will bring to the Committee and how you can make a difference.

## SELECTION PROCESS:

Using the candidate's expression of interest as the basis for selection, all expressions of interest will be evaluated against a set of criteria, including:

1. The qualifications outlined above;
2. Number of individuals who express interest versus number of candidates we need from that particular area (i.e. we require two students on the committee).

If there are more qualified candidates for a role than there are positions available, the consultant will evaluate candidates and identify the best fit, based on the candidates' letter of expression. All individuals who express interest in a role on the Steering Committee will be contacted directly regarding the outcome of the process.

## OTHER OPPORTUNITIES FOR INVOLVEMENT:

There are many opportunities for stakeholders from across Schulich Medicine & Dentistry to participate in the strategic planning process. Opportunities will include:

- Participation in focus groups;
- Completion of surveys;
- Participation in task groups that are focusing on specific areas, such as research or teaching;
- Interviews;
- Town Hall discussions.

Thank you for considering this opportunity to help shape the future of Schulich Medicine & Dentistry by playing a pivotal role in the strategic planning activities. If you have any questions please feel free to contact me directly at [margaret.steele@schulich.uwo.ca](mailto:margaret.steele@schulich.uwo.ca).

Dr. Margaret Steele  
Acting Dean  
Vice Dean, Hospital & Interfaculty Relations