



**Associate Dean, Faculty & Academic Life
Position Profile**

The decanal team at the Temerty Faculty of Medicine is undergoing a transformation to be poised to realize our research potential, continue to enhance our innovative education programs and further develop the framework of governance and strategy to help us achieve new heights. Following extensive consultation across the University of Toronto and with the endorsement and approval of the Vice President and Provost, we are creating the new role of Associate Dean, Faculty & Academic Life.

The Associate Dean, Faculty & Academic Life will:

- Advise and support the Vice Dean, Strategy & Governance and the Chief Administrative Officer in stewarding the Faculty's human and financial resources that sustain the Faculty's academic programs. Contribute to faculty complement planning and strategic decision-making to support the long-term growth and academic excellence of Temerty Medicine.
- Provide senior academic oversight of the Office of Faculty & Academic Life, which includes handling faculty HR related matters working closely with the Office of the Vice Provost, Faculty & Academic Life.
- Oversee and manage academic reviews, including University of Toronto Quality Assurance Process (UTQAP), of Temerty Medicine's programs and units—including liaising with the Faculty of Arts & Science as required and with departments to ensure follow-up on action items arising out of the administrative response and governance approvals process.
- Identify themes and systemic issues across reviews of departments and units, informed by data collection and analysis, leading to the development and implementation of systemic solutions.
- Provide leadership and oversight to EDUCs to ensure they are achieving their stated purpose, goals, evolution and sustainability.

Qualifications:

- Tenured academic appointment at the University of Toronto with at least 5 years of experience in academic HR, academic governance, or leadership roles within higher education.
- A PhD within health sciences or related area.
- Strong understanding of UTQAP and experience in managing academic program reviews; experience with accreditation processes is an asset.
- Proven ability to analyze data from program and unit reviews to identify trends and systemic issues, developing evidence-based solutions.
- Excellent interpersonal and communication skills, with the ability to liaise effectively with various stakeholders, including faculty, departments, and central administration.
- A demonstrated commitment to promoting diversity, equity, and inclusion in academic settings, with experience implementing policies and practices that foster an inclusive and supportive environment.

The incumbent will report to the Vice Dean, Strategy & Governance and collaborate broadly across Temerty Medicine. The time commitment for this position is 0.5 FTE (2.5 days/weeks).