

**Terms of Reference**  
**Associate Chair Education (ACE)**  
**Department of Obstetrics and Gynecology**

**1. Outline of the Position**

The Associate Chair Education is an important educational leadership role in the Department of Obstetrics and Gynecology. The primary objective of this role is to promote excellence in education and research within the Department. The ACE will have overall knowledge of the educational activities and roles of all faculty members within the Department. The role will be responsible for mentoring/tutoring new and current faculty in meeting tenure and promotion requirements. The ACE will be acutely aware of innovations in education within the University and the Faculty of Health Sciences and in the broader academic world.

**2. Background**

The ACE will deal primarily with long-term planning and issues affecting education in the Department. These issues include assisting the Program Directors in the development of new curriculum, evaluation of new educational methodologies, overall vision goals and objectives of educational programs and faculty development (educating educators, mentoring faculty for their career development, tenure and promotion). The ACE will support, through leadership and role modeling, an environment in which educational research, evaluation and innovation will occur.

**3. Requirements of the Position:**

**The ACE must meet the following criteria:**

- Will have reached the level of Associate Professor with the department of Obstetrics and Gynecology.
- Have experience or supplemental training in the area of education, ideally in Medical Education.
- Demonstrated scholarly work in the area of Medical Education.

**4. Reporting Requirements:**

The ACE reports directly to the Chair of the Department of Obstetrics and Gynecology. The ACE will work in coordination with the Associate Departmental Education Coordinator to prepare annual reports each year for presentation at the Academic Department Business Meetings.

## **5. Rules and Procedures – Renewal or Replacement**

The term of office is five (5) years, renewable once. Prior to the end of each five-year period, the Chair will form a committee and invite applications for the position. The incumbent is eligible to apply for a second five-year term. If he/she is interested in a second term, the Chair, in consultation with the committee, will make a decision about a second term.

The performance of the ACE will be reviewed annually by the Chair during the Annual Career Review. Yearly renewal will be contingent upon agreed upon performance objectives and satisfactory performance appraisals.

## **6. Responsibilities and Activities of the Position**

The ACE will act as a resource to the Undergraduate, Postgraduate and Fellowship Program Directors and may attend the committee meetings at the Director's request. The ACE will work with the faculty in order to help them reach their long-term goals. The ACE will be aware of all University teaching roles; in addition to the training of clerks, residents and fellows, i.e. Graduate and Undergraduate training and courses at McMaster University.

### **Tenure & Promotion**

The ACE will act as a resource to the Associate DEC to help support faculty members to ensure that appropriate materials are being prepared. The ACE will work with the Associate DEC to review the quantity and quality of each faculty member's educational contributions in preparation for promotion.

### **Prospective or New Faculty**

The ACE and the A-DEC will interview, assist, and arrange a suitable orientation program for new faculty in the Department. This process is to ensure that they are included in appropriate faculty orientation programs. The ACE will act as a mentor to junior faculty in the clinician educator stream to help promote the development of the individual as an educator. He/she will also mentor new faculty to ensure the development of excellent teaching skills. The ACE will communicate with the appropriate Program and/or Division Directors as to the nature of the expected educational commitments for the new recruit in balance with other expectations and responsibilities. At an appropriate interval into their employment (not less than 18 months), the ACE, the A-DEC and the Chair will conduct a formal review of educational activities with faculty members.

### **Current Faculty**

The ACE will act as a resource to the A-DEC for all faculty members with respect to educational research or other educational endeavors. This role will provide guidance to develop an "educational prescription" for each faculty member and will advise them on the preparation of their educational dossier, with particular reference to re-appointment and promotion. The A-DEC will provide thorough information for the ACE in order to collate all faculty evaluations. He/she will assist faculty members who may have been identified as having difficulties fulfilling their educational responsibilities. The ACE will be available to assist the faculty member to set educational goals and direct the individual to the appropriate resources to achieve these goals. The ACE with the Chair will ensure that educational roles within the department are being filled.

## **7. Support/Stipend\***

There is a stipend provided for this position for a member who does not receive salary support from the Department. The stipend is reviewed and approved annually by the Finance Management Committee.

## **8. Other Duties and Considerations**

The ACE will be responsible for:

- Organizing an annual faculty educational retreat
- Represent the Department of Obstetrics and Gynecology at the monthly Faculty of Health Sciences DEC Meeting when the A-DEC is not available to attend these meetings
- Attend the bi-monthly Department Business meetings and other meetings, as requested by the Chair
- Assist Program Directors with accreditation processes
- Other responsibilities as determined appropriate by the Chair of the Department