



## **Terms of Reference**

### **Associate Department Education Coordinator (A-DEC) Department of Obstetrics and Gynecology**

#### **1. Outline of the Position**

The Associate Department Education Coordinator - (A-DEC) is a key educational leadership role in the Department of Obstetrics and Gynecology. The individual will have overall knowledge of the educational activities and roles of all faculty members within the Department. The individual will be responsible to develop solutions to long-term planning and issues affecting education in the department. This will include development of new curriculum, the evaluation of new educational methodologies, the overall vision goals and objectives of educational programs, and faculty career development from the perspective of tenure and promotion.

#### **2. Background**

The A-DEC will have knowledge of the Program for Faculty Development, Centre for Leadership in Learning (CLL) and other University Departments' offerings and to maintain faculty awareness of the opportunities it offers for the development of educational leadership and expertise. This is to include educational research and administration. The role will encompass all university teaching roles including that provided to clerks and residents, i.e. Graduate and Undergraduate training as well as all courses taught at McMaster University.

#### **3. Requirements of the position**

**The A- DEC 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 A-DEC reports directly to the Chair of the Department of Obstetrics and Gynecology. The A-DEC will prepare an annual report each year to present 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 A-DEC position. The present A-

DEC 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 A-DEC 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 A-DEC will provide regular reports on initiatives and planning as well as written annual summary reports. The A-DEC will attend Committee meetings at the request of Program Directors for Undergraduate, Postgraduate and Fellowship Programs. He/She will provide regular reports on initiatives and planning as well as written annual summary reports.

### **Tenure and Promotion**

The A-DEC will link with faculty members who are being put forward to the Dean of the Faculty for tenure and promotion.

The A-DEC will work with the Senior Administrator within the Department in charge of these following duties:

- Advise on promotions, renewals, reappointments
- Be abreast of teaching responsibilities vs. what is being done
- Conduct peer evaluation reports of their teaching for promotions and renewals
- Assist candidates through promotion process
- Assist candidates to write candidate submission
- Ensure educational/clinical dossiers are in order for review by referees
- Ensure Tenure and Promotion Committee follow senate guidelines on tenure and promotion

### **Prospective or New Faculty**

The A-DEC will interview, assist, and arrange for suitable orientation for new faculty within the Department and ensure that they are included in appropriate faculty orientation programs. He/she will communicate with the appropriate Program and/or Division Directors as to the nature of the expected educational commitments for the new recruit.

### **Current Faculty**

The A-DEC will work with the Associate Chair Education (ACE) in developing an “educational prescription” with each faculty member and advise them on the preparation of their educational dossier, with particular reference to re- appointment and promotion. The A-DEC coordinates with the Associate Chair Education (ACE) to collate all faculty evaluations. Both roles will review quantity and quality of each faculty member’s educational contributions within their overall professional priorities, to help maintain their enthusiasm for education, to reinforce positive contributions, and to ensure that the faculty is capable of matching their contributions with the expectations of the department and the Faculty of Health Sciences.

## **7. Support/Stipend**

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

## **8. Other Considerations**

The A-DEC will sit on the Tenure and Promotion Committee for the Department. He/she will attend other department meetings, at the request of the Chair. The A-DEC will have input into the annual Educational Retreat for faculty members that will be organized by the ACE. This role will be responsible for:

- Representing the Department of Obstetrics and Gynecology at the monthly Faculty of Health Sciences DEC Meeting.
- Attend the bi-monthly Department Business Meetings
- Attend other Department meetings as requested by the Chair