

STANDARD 2
ELEMENT EVALUATION FORMS

STANDARD 2: LEADERSHIP AND ADMINISTRATION

A medical school has a sufficient number of faculty members in leadership roles and of senior administrative staff with the skills, time, and administrative support necessary to achieve the goals of the medical education program and to ensure the functional integration of all programmatic components.

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2.1 SENIOR LEADERSHIP, SENIOR ADMINISTRATIVE STAFF AND FACULTY APPOINTMENTS

The dean and those to whom the dean delegates authority (e.g., vice, associate, assistant deans), department heads, and senior administrative staff and faculty members of a medical school are appointed by, or on the authority of, the governing board of the university.

Requirement 2.1-1

The dean and those to whom the dean delegates authority (e.g., vice, associate, assistant deans), department heads, and senior administrative staff and faculty members of the medical school are appointed by, or on the authority of, the governing board of the university or by other individuals who have been given the authority to make these appointments.

Analysis of evidence for requirement 2.1-1

Deans are appointed by the President of the University under the delegated authority of the Board, consistent with the Board's ability to delegate under the Post Secondary Learning Act and the Delegation of Authority Policy, as evidenced in Appendices 2.1-1 A1 and A2. The Vice-Dean and Senior Associate Deans are appointed by the Provost on the recommendation of the Dean. Associate and Assistant Deans and Department Heads are selected by search committees, with final approval by the Dean and Provost.

Appendix 2.1-1 A3 indicates that the President, on the advice of the Dean, appoints a Department Head. The Dean seeks advice from CSM members, and in the case of Clinical Departments from Alberta Health Services – Calgary Zone.

It is indicated that senior administrative staff is recruited by senior leadership in the faculty with approval by the Dean.

Appendix 2.1-1 B indicates that faculty members are appointed by or on the authority of the Board of Governors of the University of Calgary.

2.2 DEAN'S QUALIFICATIONS

The dean of a medical school is qualified by education, training, and experience to provide effective leadership in medical education, scholarly activity, patient care, and other missions of the medical school.

Requirement 2.2-1

The dean of the medical school is qualified by education, training, and experience to provide effective leadership in medical education, scholarly activity, patient care, and other missions of the medical school.

Analysis of evidence for requirement 2.2-1

Dr. Todd Anderson is an accomplished physician, leader, teacher, and scientist, and has held several leadership roles in the Faculty since 1994, including Vice-Dean, Department Head and Institute Director positions. His extensive experience and multiple leadership roles have prepared him to lead the Cumming School of Medicine to ensure that its clinical, educational, research and social accountability missions are achieved.

2.3 ACCESS AND AUTHORITY OF THE DEAN

The dean of a medical school has sufficient access to the university president or other university official charged with final responsibility for the medical education program and to other university officials in order to fulfill the dean's responsibilities. The dean's authority and responsibility for the medical education program are defined in clear terms.

Requirement 2.3-1

The dean of the medical school has sufficient access to the university president or other university official charged with final responsibility for the medical education program and to other university officials in order to fulfill the dean's responsibilities.

Analysis of evidence for requirement 2.3-1

The leadership structure for the University of Calgary ensures that the dean has sufficient access to the Provost and to other key senior leaders, as evidenced by Appendix 2.3-1 A. The dean has frequent meetings with the Provost and VP Academic, the President and Vice-President Research, and other university leaders who carry the final responsibility for the medical education program. The dean also meets with senior leadership in Alberta Health Services on a regular basis.

Requirement 2.3-2

The dean's authority and responsibility for the medical education program are defined in clear terms.

Analysis of evidence for requirement 2.3-2

The dean's authority and responsibility for the medical education program are clearly defined in Appendices 2.3-2 A1 & A2.

2.4 SUFFICIENCY OF ADMINISTRATIVE STAFF

A medical school has in place a sufficient number of associate or assistant deans, leaders of organizational units, and senior administrative staff who are able to commit the time necessary to accomplish the missions of the medical school.

Requirement 2.4-1

The medical school has in place a sufficient number of associate or assistant deans, leaders of organizational units, and senior administrative staff who are able to commit the time necessary to accomplish the missions of the medical school.

Analysis of evidence for requirement 2.4-1

An organizational structure has been established that strives to support the medical school and the educational, research, and social accountability missions. The CSM has one Vice Dean, five Senior Associate Dean positions, 15 Associate Dean positions and 13 Assistant Dean positions and well as eight Directors, all with dedicated time for their specific roles (*Appendix 2.4-1 A*).

2.5 RESPONSIBILITY OF AND TO THE DEAN

The dean of a medical school with more than one campus is administratively responsible for the conduct and quality of the medical education program and for ensuring sufficient numbers of faculty members at each campus. The principal academic officer at each campus (e.g., regional/vice/associate/assistant dean or site director) is administratively responsible to the dean.

NOTE: Only schools operating more than one campus should respond to element 2.5.

Requirement 2.5-1

The dean of a medical school with more than one campus is administratively responsible for:

- i. the conduct and quality of the medical education program at each campus*
- ii. ensuring sufficient numbers of faculty members at each campus*

Analysis of evidence for requirement 2.5-1

N/A

Requirement 2.5-2

The principal academic officer at each campus (e.g., regional/vice/associate/assistant dean or site director) is administratively responsible to the dean.

Analysis of evidence for requirement 2.5-2

N/A

2.6 FUNCTIONAL INTEGRATION OF FACULTY MEMBERS

At a medical school with more than one campus, the faculty members at the departmental and medical school levels at each campus are functionally integrated by appropriate administrative mechanisms (e.g., participation in shared governance; regular meetings with minutes and/or communication; periodic visits; review of student clinical learning experiences, performance, and evaluation data; and review of faculty member performance data related to their academic responsibilities).

NOTE: Only schools operating more than one campus should respond to element 2.6

Requirement 2.6-1

At a medical school with more than one campus, the faculty members at the departmental and medical school levels at each campus are functionally integrated by appropriate administrative mechanisms.

Analysis of evidence for requirement 2.6-1

N/A