

ASSISTANT DEAN (PRE-CLERKSHIP) – UNDERGRADUATE MEDICAL EDUCATION

Closing Date of Posting: June 20, 2025

Job Summary:

The Cumming School of Medicine at The University of Calgary invites applications for the position of Assistant Dean, Pre-clerkship. This is a 0.5 FTE position for a three (3) year term with the possibility of renewal, subject to satisfactory review and is expected to be filled by a candidate internally to the Faculty/Department.

The anticipated start date is August 1, 2025 or upon a date to be mutually agreed.

The successful candidate will report to the Associate Dean, Undergraduate Medical Education. The position will be primarily responsible for overseeing the Pre-clerkship portion of the MD program. This includes meeting with students during pre-clerkship, collaborating with RIME Directors, implementing curricular and assessment improvement of the pre-clerkship in a data-driven fashion, and ensuring pre-clerkship meets and exceeds accreditation requirements. The successful applicant will collaborate with the Undergraduate Medical Education Team and all educational leaders across the curriculum.

For a more detailed job description, please refer to the statement of work/job profile.

Qualifications: Education, Training and Experience

- Candidates should have an MD and be a full-time faculty member at the Cumming School of Medicine. Non full time faculty members who apply will be at a Director level if chosen for the role.
- Experience in undergraduate medical education and administration
- Experience leading change management is an asset
- Excellent communication, presentation, and team work skills are required.

Contact

A letter of application, accompanied by a detailed curriculum vitae and names of three referees should be directed to:

Dr. Amy Bromley, MD, FRCPC
Associate Dean, Undergraduate Medical Education
Cumming School of Medicine

Application can be sent via email to: ume.manager@ucalgary.ca

We would like to thank all candidates in advance for their interest and only those candidates selected for interview will be contacted.

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MAIN ACCOUNTABILITIES

Responsible to oversee and facilitate the content, components and delivery of the Undergraduate Medical Education (UME) Pre-clerkship curriculum, consistent with the goals, objectives and philosophy of the University of Calgary, Cumming School of Medicine, and with accreditation requirements.

Reports to the Associate Dean, UME of the Cumming School of Medicine and to the Undergraduate Medical Education Committee (UMEC) through oral and written reports as required at scheduled meetings.

A. Terms of Reference

Students

- Meets directly with individual pre-clerkship students as required for discussion of:
 - academic difficulties or professionalism issues
 - leave of absence requests
 - career counseling
 - other issues identified by students or the UME program
- Ensures appropriate documentation is included in student files following meetings
- Provides education sessions for pre-clerkship classes on topics including 'how to succeed in RIME', and acts as faculty lead for the Orientation.
- Direct students with concerns of mistreatment to the CSM mistreatment pathway

Faculty

- Organizes and chairs regular meetings of the Pre-clerkship RIME Directors
- Organizes meetings with each individual Directors to review the student and faculty feedback from the prior academic year and discuss plans for the upcoming academic year
- Identifies needs for faculty development related to pre-clerkship teaching and explores options to meet these needs

Administration

- Chairs the UME RIME Pre-clerkship Committee (RPCC, typically ten meetings per calendar year) in accordance with that Committee's terms of reference
- Verbally reports to the Undergraduate Medical Education Committee (UMEC) on a quarterly basis; provides a written annual report to UMEC
- Participates in the UME Management Committee, UME Clerkship Committee and UME Student Evaluation Committee
- Represents the Associate Dean, UME as required for administrative duties

- Works closely with the UME Pre-clerkship Supervisor and Manager Curriculum regarding logistics of the pre-clerkship (scheduling, faculty recruitment needs, documentation of policies and procedures, maintenance of academic files, etc)
- Ensures representation from the UME RIME Pre-clerkship Committee is available for the other UME administrative committees
- Represents UME or the pre-clerkship on external committees (e.g. National Pre-clerkship AFMC Committee, SAMP working groups etc)

Quality Assurance

- Oversees regular reviews and interim reviews of the UME Program in order to meet or exceed CACMS standards and ensure MD Program has an evidence-based innovative curriculum in alignment with population health and societal needs
- Evaluates program, faculty member and student effectiveness and success by outcome analysis using internal and national measures in collaboration with the Director of Continuous Quality Improvement
- Communicates regularly with students by in-person or electronic means
- Reviews and responds when appropriate to student feedback from surveys and via student representatives
- Monitors student performance and collaborates as necessary with Pre-clerkship Directors and/or Student Evaluation Committee (SEC) when unusual patterns are identified
- Collaborates with the Student Advising and Wellness Hub (SAWH) regarding needs for student support
- Reviews ongoing curriculum outcome measures and follows the curricular management process to make recommendations to UMEC when appropriate
- Ensures that accreditation criteria relevant to the pre-clerkship are communicated to individual RIME Directors and that plans are in place to address any outstanding issues

Relationships

- Reports to the Associate Dean, UME
- Works closely with the Associate Dean, UME and other Assistant Deans and Directors to develop program policy, planning and operations consistent with the vision and mission of the Cumming School of Medicine
- Maintains a close working relationship with all RIME Directors to facilitate the running of the UME Program
- Maintains a close working relationship with the SAW Hub, with whom collaboration is often necessary for students in academic, personal or professional difficulties.

Term of Office

- The term of office shall be three years, renewable once.
- The position will be a 0.5 FTE.

Other Requirements

- Be a full-time faculty member of the University of Calgary, Cumming School of Medicine
- Non full time faculty members who apply will be at a Director level if chosen for the role
- Have leadership experience in medical education and administration

Revised May 2025
Approved by Associate Dean - UME