

**UNIVERSITY OF CALGARY
CUMMING SCHOOL OF MEDICINE
Office of Faculty Development**

Director of Coaching and Mentorship

The Director of Coaching and Mentorship will operate under the direction of the Associate Dean, Office of Faculty Development, to support the continuing professional development and education of all clinical and non-clinical faculty at the Cumming School of Medicine involved in health sciences and health professions education, research, leadership, and practice.

The Director will be responsible for the following:

- 1) Coaching:
 - a) Develop and implement a "Fundamentals in Peer Coaching" program at CSM, equipping faculty with foundational coaching skills for peer-to-peer support. This initiative will expand the capacity of peer coaches within CSM, fostering a collaborative and supportive academic environment.
 - b) Develop and implement an "Advanced Coaching Program" with certification through the International Coaching Federation. This program would be accessible for both CSM faculty as well as non-CSM faculty who work at similar institutions across Canada to equipping participants with the skills and credentials to provide impactful coaching tailored to their unique roles within the medical and academic fields.
 - c) Develop and lead a Cumming School of Medicine Peer Coaching Program with the following coaching arms:
 - i) Professionalism – a dedicated coaching program for faculty self or leader-identified to be in difficulty, in improving performance and addressing their professional challenges.
 - ii) Precision coaching – a coaching program tailored to the individual needs and career trajectories of faculty members.
- 2) Mentorship:
 - a) Collaborate with the OFD Director of Professional Growth and Career Development to identify and engage faculty development champions in establishing a Faculty Development Leads Council that represents diverse perspectives across CSM. This role includes creating and maintaining a centralized, searchable, and editable faculty repository that is regularly updated and adheres to privacy standards. The repository will serve as a key resource for centralizing faculty expertise, enabling the OFD to connect mentors with faculty members seeking guidance on specific areas of expertise, thereby facilitating ongoing mentorship and professional development opportunities.
 - b) Create a practical guide for mentorship relationships designed for both mentors and mentees. This guide will serve as a model for departments and divisions, offering a structured approach to engage in effective mentor-mentee interactions. It will provide actionable strategies, reflective exercises, and templates that can be adapted to support

the development of robust mentorship programs across various departments and divisions within the institution.

- c) Develop a mentorship program tailored for new faculty, International Medical Graduates or those relocating from other institutions, while remaining accessible to all faculty interested in expanding their professional network to ensure smooth integration and continuous development within the CSM community.
- 3) Collaborate with internal and external experts to ensure coaching and mentorship programs are aligned with best practices and emerging trends in medical education and leadership.
- 4) Evaluate and refine coaching and mentorship initiatives based on feedback and outcomes to ensure continuous improvement and relevance.
- 5) Integrate principles of social accountability, social justice, anti-racism, and anti-oppression into all coaching and mentorship activities.

Qualifications:

The ideal candidate will demonstrate a strong commitment to faculty development, with a focus on coaching, mentorship, and career growth.

1. Proven experience in executive coaching, career coaching, or mentorship, preferably within an academic or healthcare setting.
2. Exceptional communication and interpersonal skills, with the ability to inspire and guide faculty through various career challenges and opportunities.
3. Experience in leading professional development initiatives with a track record of successful program implementation.
4. Formal training or certification in coaching or mentorship is required, which may include a relevant graduate degree, coaching certification, or equivalent experience.
5. Demonstrated commitment to integrating principles of social accountability, social justice, anti-racism, and anti-oppression into coaching and mentorship practices.
6. Experience in health professions education with at least 3-5 years of teaching or leadership experience within a medical or academic environment.

Accountability

- Reports to the Associate Dean, Office of Faculty Development

FTE: 0.3

Term: 3 years, renewable