

Director of Faculty Development

Job Description

## Position Summary

The Director of Faculty Development will be responsible for leadership and coordination of a broad range of faculty development activities designed to improve knowledge and skills in teaching, education, administration, leadership and scholarship. The activities are to be carried out in alignment with the strategic plan of the Department and the overall goals of the Centre for Faculty Development (CFD) at the University of Toronto (https://cfd.utoronto.ca/about). The CFD defines faculty development as “a broad range of activities that institutions use to renew or assist faculty in their various roles. These activities are designed to improve an individual’s knowledge and skills in teaching, education, administration, leadership and research.”

The Director should be an experienced obstetrician-gynaecologist, holding a full-time academic appointment in the Department of Obstetrics and Gynaecology at the University of Toronto, while working at either a fully- affiliated or a community-affiliated hospital. The successful candidate must demonstrate an enthusiastic interest in the various components of faculty development and be willing to actively participate in central activities at the CFD, located at Li Ka Shing Knowledge Institute at St. Michael’s Hospital. The Director should be actively interested in leadership, with strong communication, organizational and team-building skills, and a proven ability to work well with others to enhance the experience of all levels of our trainees. A willingness to engage in and collaborate with others on scholarly activities relating to Faculty Development is encouraged.

The duties and responsibilities of the position are as follows:

## Committee Leadership and Membership

The Director will Chair the Faculty Development Committee and be a member of the Education Council (Chaired by the Vice Chair Education). The Director will be an ex-officio member of the Undergraduate MD Program Committee and the Obstetrics & Gynaecology Residency Program Committee, advising or attending as requested. The Director will also provide advice as needed to the Senior Promotions Committee and its Teaching and Education subcommittee.

## Faculty Professional Development Day

The Director, along with the Faculty Development Committee, will take responsibility for the organization, implementation and evaluation of the Department’s Faculty Professional Development Day (held annually, usually in November). The specific purpose of this event is to engage faculty in activities (lectures and workshops) designed to improve their teaching skills and enhance their professional development, including support for academic promotion and life-work balance throughout each of the stages of a faculty career. The Director and committee will receive support and resources from the Department’s central administration. The Director will work closely with members of the Education Council to promote nominations for our annual teaching and education awards presented at Faculty Professional Development Day.

## Citywide Rounds

The Director, with support from the Faculty Development Committee and the Chair, will take responsibility for the organization of citywide rounds. The Director will receive support and resources from the Department’s central administration.

## Support of Individual Faculty

The Director will work within the Education Council to review Department-wide TES scores and collaborate with Hospital Site Chiefs to support faculty who have been identified as needing support to improve low teaching effectiveness scores and/or concerning narrative comments. The Director will work with the Department’s Communications Officer and Research Coordinator to maintain the FPD section of the Departmental website, including alerts to upcoming events at the Centre for Faculty Development.

**Mentorship**

The Director, with the support of the Committee and Chair, will be responsible for mentoring junior faculty members.

# Faculty Junior Promotion

The Director will work with the Chair and Hospital Site Chiefs to review of all faculty with Lecturer appointments on an annual basis, to identify individuals that seem worthy of consideration for promotion to Assistant Professor. This promotion step may be conferred on an ongoing monthly basis. The Department’s Faculty Appointment Officer will provide administrative support.

# Faculty Development Programs

The Director will work with the Chair to identify faculty members for consideration to receive financial support to meet the costs of career-appropriate certificate programs, including Stepping Stones, the New and Emerging Academic Leadership (NEAL) program, and the Education Scholars Program (ESP) and other leadership development programs. NEAL and ESP are jointly funded by the Department and the faculty member’s Practice Plan or Hospital budget.

# Recognition and Awards

The Director will work within the Education Council and Executive Committee to identify individuals worthy of consideration to be nominated for the range of intramural (University of Toronto), national and international awards. The Department will provide administrative support for this process. A rolling calendar list of awards will guide this process. Nomination letters will be written separately by members of senior leadership who are best placed to do so.

# Annual Report

The Director will compile a summary of Faculty Professional Development activities and programming for each academic year’s Annual Report.

# Centre for Faculty Development

The Director will represent the Department of Obstetrics & Gynaecology at the Administrative level.

# Administrative Support

The Director will receive full central Departmental administrative support for each of these responsibilities, including committee support.

# Financial Support

The Director will receive a stipend, plus HST, for the position. The expected time commitment is an average of one half-day per week, with additional occasional site visits. The position is available for an initial five-year term, renewed annually by mutual agreement.