

## Interim Assistant Dean (3 Opportunities)

### About Toronto Metropolitan University

At the intersection of mind and action, Toronto Metropolitan University (TMU) is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current [academic plan](#) outlines each as core values and we work to embed them in all that we do.

TMU welcomes those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us in realizing the benefits of embedding these values into the work at every level and in every unit of the university. In addition, to correct the conditions of disadvantage in employment in Canada and to bring lived experiences to the work, we encourage applications from members of equity deserving groups that have been historically disadvantaged and marginalized, including First Nations, Métis and Inuit Peoples in Canada, First Nations Peoples in the United States, racialized people, Black people, persons with disabilities, women, and 2SLGBTQ+ people. Preference will be given to candidates with lived experiences as people from equity deserving groups, as well as experience working with these communities with which the University works every day. Please note that all qualified candidates are encouraged to apply and we welcome newcomers and immigrants to Canada.

In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our [next chapter](#).

### About the School of Medicine

It's time to transform medical education. [Toronto Metropolitan University's School of Medicine](#) will be designed from the ground up to shift the paradigm of healthcare delivery and improve the well-being of individuals, families and communities. With a community-driven, intentionally inclusive approach, the new school will train doctors whose cultural awareness and humility are as crucial as their medical skills.

Led by [Dr. Teresa M. Chan](#), a forward-thinking educational leader, TMU's School of Medicine will draw on the university's commitment to community, equity, and innovation to address rapidly changing healthcare needs. The school will train a new generation of physicians who are ready to learn, to adapt, and ultimately to be agents of change.

Work across the School of Medicine will be supported by the Social Accountability office, ensuring a focus on Black community health, Indigenous community health, anti-racism, anti-ableism, disability inclusion and universal design, anti-homophobia and

transphobia/creating a positive health environment for LGBTQ2SI+, and serving and working in partnership with historically under-represented and under-served communities as a positive space.

## **The Opportunity**

The School of Medicine is currently seeking to fill three leadership positions:

- [Interim Assistant Dean, Recruitment and Admissions](#)
- [Interim Assistant Dean, Faculty Development](#)
- [Interim Assistant Dean, Learner Affairs](#)

The Interim Assistant Deans will be members of the School of Medicine's clinical faculty, responsible for overseeing and directing newly established Offices focused on supporting recruitment and admissions, faculty development, and learner affairs, respectively.

Responsibilities for these positions include:

1. Long-term strategic planning for respective Office
2. Providing leadership, vision and direction on the planning, development and implementation of strategies to enhance comprehensive programs for the School of Medicine
3. Collaboratively responsible for the design and implementation of programs and initiatives that are aligned with industry best practices, responsive to the needs of the School of Medicine community, and aligned with the values and strategic priorities of the School of Medicine and TMU
4. Engaging in collaborative project planning including forecasting resource requirements, identifying and engaging with appropriate stakeholders, defining scope of work, deliverables, milestones and success measures
5. Operational leadership and human resource management for respective Office

## **Qualifications**

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of a Doctor of Medicine degree or equivalent.
- Must be eligible to hold a valid and current license to practice medicine in Ontario. Candidates must be aware that there is a strong preference for those who will seek licensure in Ontario and an affiliated clinical faculty role within one of our affiliated sites.
- Must be eligible to hold an appointment at a TMU School of Medicine affiliated clinical partner institution or academic health centre.

- Demonstrated insights on, and ability to develop and implement sound, effective and responsive learning and development solutions for the School of Medicine community at TMU.
- Evidence of administrative and leadership responsibilities in a Medical School educational activity or health care/community-based leadership.
- Must have or be eligible for an appointment to the TMU Clinical Faculty at the rank of Assistant Professor or higher.
- Must have a full license to practice medicine in Ontario by College of Physicians and Surgeons of Ontario (CPSO) or other jurisdictional equivalent, and certification by the College of Family Physicians of Canada (CFPC) or by the Royal College of Physicians and Surgeons of Canada (RCPSC) or equivalent American specialty board as per the current CPSO guidelines.
- Knowledge and understanding of Canadian medical schools and the Canadian medical profession; knowledge and understanding of medical education innovations; knowledge of Canadian Resident Matching Service (CaRMs).
- Knowledge of various medical disciplines, related university programs and professional associations.
- Overall knowledge of the post-secondary system in Ontario and abroad.
- Strong project management and stakeholder relations skills.
- Strong communication and organization skills.
- Demonstrated success working in collaborative in-person and virtual teams.
- Ability to meet pressured and tight deadlines and outcomes.
- Demonstrated knowledge of and willingness to advance understanding of Indigenous History and culture.
- Experience with embedding EDI into administrative activities and leadership practices and insights on integrating these values into learner affairs in the School of Medicine at TMU.

Please refer to the [TMU Careers page](#) for more details about each role and to submit an application.