

POSITION PROFILE

Faculty Development Coordinator Department of Family Medicine

Overview:

The **Faculty Development Coordinator** is responsible for the development, planning and coordination of a comprehensive Faculty Development program in the Department of Family Medicine. The goal of Faculty Development is to ensure a culture of teaching excellence by creating opportunities for faculty members to improve their professional abilities and provide opportunities to learn from one another.

Reporting Relationships:

The Faculty Development Coordinator is responsible to the Chair of the Department of Family Medicine, while working cooperatively with the Department Education Coordinator (DEC). The position will also be required to liaison regularly with the Assistant Dean of Faculty Development, Faculty of Health Sciences, to ensure the Department program meets the guidelines and standards set out by McMaster University.

Time Commitments:

- The position is for a three year term, renewable once.
- The position is currently funded at a half day per week with clerical support.
- Time commitments may vary throughout the year, flexibility is helpful.

Responsibilities:

The Faculty Development Coordinator will be responsible for:

- Conducting an ongoing needs assessment with faculty members in order to develop comprehensive faculty development activities.
- Coordinate both large and small faculty development sessions as defined by the needs assessment.
- Coordinate the annual spring retreat for the faculty members.
- In cooperation with the CBRT Coordinator, develop faculty development programs for the CBRT faculty, including the quarterly faculty development meetings and sitting on the planning committee for the annual CBRT spring retreat.
- In cooperation with the Rural Coordinator, develop faculty development programs for the Rural faculty, including sitting on the planning committee for the annual Rural retreat.
- In cooperation with the Chair of Family Medicine, assist in the planning for the Annual Carl Moore Lectureship.

POSITION PROFILE: FACULTY DEVELOPMENT COORDINATOR

Responsibilities Continued:

- Facilitate the other faculty development activities within the department, including the Educator Group, Peers Writing Group and Academic Forum.
- Acts a resource to faculty members to know what is available to help them advance their abilities and academic roles and help them look into areas of interest.
- Liaises regularly with the Faculty Development Coordinator K-W program as well as assist in the development in the faculty development programs in the distributed sites as they are created.
- In consultation with the Assistant Dean, foster faculty development opportunities between the Department of Family Medicine and other departments.
- Participate in the following committees in the Department of Family Medicine:
 - a. Department Education Coordinator Committee
 - b. Family Medicine Undergraduate Committee
 - c. Residency Education Committee
- The coordinator will be a member of the Family Medicine Faculty Development Group section of Teachers of Family Medicine for College of Family Physicians of Canada. The Faculty Development Coordinator will be funded by the Department of Family Medicine to attend the Section of Teachers meeting annually.

Requirements:

- The incumbent shall hold a full or part-time faculty appointment with the Department of Family Medicine, McMaster University

Approval:
Executive Committee: October 2007