
Associate Dean, Continuing Professional Development (CPD)

The Associate Dean, Continuing Professional Development, Faculty of Health Sciences, is a senior academic leader responsible for the planning, development, coordination and evaluation of the Continuing Professional Development (CPD) Office.

The CPD office includes the academic portfolios of: Continuing Health Sciences Education (CHSE), Faculty Development (FD), and the Learning Technologies Lab (LTL) in the Faculty of Health Sciences at McMaster University.

Reporting Relationships:

The Associate Dean, Continuing Professional Development is accountable to the Vice Dean, Faculty Affairs, Faculty of Health Sciences.

Duties and Responsibilities:

The Associate Dean, CPD will:

Administration:

- Develop and support an ongoing process of consultation to identify and meet continuing professional development needs within FHS and ensure coordination of CPD activities across Schools, Departments, disciplines, and programs within the Faculty, the broader University, and with external institutions, including our hospital partners, as appropriate.
- Build upon their existing skills and knowledge related to Equity, Diversity, Inclusion, and Indigenous Reconciliation (EDI-IR), through self-reflection and cultural humility in order to promote the inclusive excellence priorities of the Faculty of Health Sciences and the University.
- Ensure CPD offerings facilitate and support pluralistic ways of knowing and ensure that those developing CPD offerings are aware of available EDI-IR supports and resources.
- Ensure the effective operation of the CPD office, by evaluating outcomes of the office's activities from educational, logistical and budgetary perspectives including prudent fiscal management of the operating budgets of the CPD office and the associated academic portfolios.
- Actively support opportunities that promote the financial sustainability of the CPD office.
- Oversee the work of the Assistant Dean, CHSE; Assistant Dean, FD; Director, LTL; and collaborate with other relevant leaders to ensure coordinated and integrated CPD programming across the Faculty.
- Support the Assistant Dean, CHSE; Assistant Dean, FD; and the Director, LTL in developing opportunities for faculty to enhance their academic scholarship.
- Implement and oversee a continuous quality improvement process that ensures ongoing compliance with the accreditation standards of the Committee on Accreditation of Continuing Medical Education (CACME) and any other relevant national accrediting organizations.

- Oversee the CACME accreditation process and ensure ongoing successful accreditation of the Office.
- Represent the CPD office to internal and external groups, institutions and agencies.

Leadership:

- Provide ongoing academic leadership for the CPD Office, including the development and implementation of innovative approaches to CPD, and novel collaborative ventures.
- Oversee the Faculty's leadership development programs, including the Academic Leadership Program (ALP), the Bridging Leaders Program and the Quest program

Education:

- Support the CPD Office in providing opportunities to maintain and enhance the competencies required to fulfill the academic and professional roles of faculty.
- Promote educational opportunities that respond to evolving population health and societal needs, to advance health sciences education, research and patient care.

Research:

- Contribute to the advancement of the discipline through facilitating scholarship, including applying new evidence regarding the effectiveness of CPD interventions, knowledge translation strategies, and effective evaluation practices.

Committee Representation:

The Associate Dean, CPD is a member of FHS Faculty Executive Council and may also be asked to serve on other Faculty, University, and hospital committees relevant to Continuing Professional Development.

The Associate Dean, CPD represents the Faculty of Health Sciences on external committees including:

- AFMC Committee on Continuing Professional Development (CPD)
- Committee on Accreditation of Continuing Medical Education (CACME)

Selection & Renewal Process

The individual will be selected by a Senate Ad Hoc Selection Committee for nomination through the Senate Committee on Appointments to the Senate and the Board of Governors, as required by The McMaster University Act, 1976 and the Senate By-laws.

The Selection Committee will be co-Chaired by the Dean (or delegate) and the Vice Dean, Faculty Affairs and will include appropriate representation from across the Faculty, including a staff member from the CPD office.

Conditions of Appointment:

The position of Associate Dean, Continuing Professional Development, shall be held by a qualified full-time faculty member, appointed for a five-year term, renewable for a second term of up to five years.

This position is a 0.4 FTE role and includes a role-based stipend.

Review Schedule:

This policy is scheduled to be reviewed every 5 years. The next scheduled review will take place in the 2024/25 academic year.

Most recent approvals: FHS Faculty Executive Committee: October 6, 2023, SCA: October 23, 2023, Senate.: November 8, 2023, BoG: Dec 14, 2023.

General Policy Inquiries: FHS Secretariat (fhsec@mcmaster.ca)

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If you require this document in an accessible format, please email fhsec@mcmaster.ca
