

Position Description
Department of Medicine Vice-Chair, Culture and Inclusion

Overview & Role:

The Vice Chair, Culture and Inclusion has a mandate to advance the department's strategic priorities with respect to mentorship across the academic lifespan; equity, diversity and inclusion; and faculty wellness. The position is estimated to be 0.2 to 0.4 FTE (=1- 2 full days) of dedicated time. A stipend will be provided.

Reporting:

The Vice Chair, Culture and Inclusion reports directly to the Chair of Medicine and is a member of the Department's Senior Executive and Executive Committees.

Responsibilities:

1. Together with the Chair, the Vice Chair will appoint, mentor and guide Faculty Leads to drive departmental priorities regarding **Mentorship, Equity, Diversity & Inclusion (EDI)**, and **Faculty Wellness**;
2. Guided by the 2019-2024 departmental strategic plan, the Vice Chair will oversee and support Faculty Leads in establishing working groups for their portfolios and in the development and implementation of a five year plan with explicit, meaningful, and measurable deliverables;
3. Establish an oversight committee for **Culture & Inclusion** to provide guidance and advise the Vice Chairs and Faculty Leads, including terms of reference, membership and governance structure;
4. Promote and support academic excellence, scholarship, and dissemination in the areas of Mentorship, EDI, and Faculty Wellness;
5. Oversee the development and implementation of the biennial DoM Faculty Survey;
6. Recognize, promote and reward excellence in Mentorship;
7. Work closely with other departmental leaders, including Vice Chairs for Research, Education and Quality & Innovation, PICs and DDDs, to promote EDI & wellness in all departmental activities;
8. Foster productive collaborations with leaders with similar portfolios in the Faculty of Medicine and across the clinical departments and affiliated hospitals;
9. With the DoM Administrative Lead for Communication, develop and implement a communication strategy to engage and inform faculty members regarding portfolio activities and achievements;
10. Engage in advancement activities to support the portfolio; and
11. Provide the Chair an annual report summarizing key achievements for the prior year and plans for the subsequent year.

Date: August 14, 2019