



Faculty of Medicine

## Senior Management Committee Terms of Reference

### Purpose

This committee exists to provide advice to the Dean and Senior Executive Committee on matters of strategic planning, development, management and control of resources towards attainment of the mission of the Faculty of Medicine and to foster communication among faculty disciplines, programs and divisions. The Senior Management Committee (SMC) is a consultative committee.

### Membership

Dean of Medicine (Chair)  
Vice Dean, Education and Faculty Affairs  
Vice Dean, Research and Graduate Studies  
Associate Dean, Division of BioMedical Sciences  
Associate Dean, Division of Community Health & Humanities  
Associate Dean, Educational Development  
Associate Dean, Learner Well-being and Success  
Associate Dean, Postgraduate Medical Education  
Associate Dean, Graduate Studies  
Associate Dean, Undergraduate Medical Education  
Clinical Chair, Discipline of Anesthesia  
Clinical Chair, Discipline of Emergency Medicine  
Clinical Chair, Discipline of Family Medicine  
Clinical Chair, Discipline of Laboratory Medicine  
Clinical Chair, Discipline of Medicine  
Clinical Chair, Discipline of Obstetrics and Gynecology  
Clinical Chair, Discipline of Oncology  
Clinical Chair, Discipline of Pediatrics  
Clinical Chair, Discipline of Psychiatry  
Clinical Chair, Discipline of Radiology  
Clinical Chair, Discipline of Surgery  
Assistant Dean, Admissions  
Assistant Dean, Clinical Research  
Assistant Dean, Distributed Medical Education  
Assistant Dean, Faculty Wellness, Equity and Professionalism  
Assistant Dean, New Brunswick  
Assistant Dean, Social Accountability  
Associate University Librarian (Health Sciences)  
Chief Operating Officer  
Director, HSIMS (Health Sciences & Information Services)  
Manager, Academic Affairs  
Senior Communications Advisor, Faculty of Medicine  
Senior Development Officer  
Policy Coordinator (recording secretary)



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### **By Invitation**

Health System Officials/Representatives  
Policy Analyst  
Project Manager

### **Responsibilities of the Committee**

1. Provide and review feedback on strategic planning.
2. Provide regular updates on faculty and staff recruitment and retention issues including academic leadership position changes.
3. Receive updates and feedback on faculty budget planning and control.
4. Provide short reports, on a rotating basis, from committee members.
5. Discuss research matters.
6. Share information and provide feedback on various Faculty of Medicine issues.
7. Recommend development of Faculty of Medicine policies and procedures and review them for feedback.
8. Advise the Dean on major issues and initiatives.
9. Discuss key educational elements including accreditation and curriculum.
10. Discuss the facilities and other infrastructure needs.
11. Receive annual communications report.
12. Receive annual development report.
13. Other duties as required.

### **Meetings**

1. The Dean will chair the SMC meetings. In the absence of the Dean, a Vice Dean will chair the meeting.
2. Dates and times of the meetings to be scheduled no later than September of the current academic year.
3. The SMC will meet monthly between September and June inclusive or at the call of the Chair.
4. The Dean will develop the agenda and circulate within one week of the meeting.
5. The SMC members to approve/add to agenda at the beginning of each meeting.

Approved: May 6, 2022