



Faculty of Medicine

Faculty Leadership Forum Terms of Reference

Purpose

The Faculty Leadership Forum serves as a strategic, consultative body that brings together academic, and administrative leaders from across the Faculty of Medicine. Its purpose includes:

- support strategic planning;
- provide broad leadership input to the Dean;
- strengthen communication across units;
- promote integrated planning;
- support leadership development;
- and offer a venue for reflection on faculty-wide progress, risks, and opportunities.

Membership

Ex-officio Members

- Dean of Medicine (Chair)
- Vice Dean, Education and Faculty Affairs
- Vice Dean, Research and Graduate Studies

Associate Deans

- BioMedical Sciences
- Population Health and Applied Health Sciences
- Educational Development
- Learner Well-being and Success
- Postgraduate Medical Education
- Graduate Studies
- Undergraduate Medical Education
- Library, Health Sciences
- PEI Campus

Clinical Chairs

- Anesthesia
- Emergency Medicine
- Family Medicine
- Laboratory Medicine
- Medicine
- Obstetrics & Gynecology
- Oncology
- Pediatrics
- Psychiatry
- Radiology
- Surgery

Assistant Deans

- Admissions
- Clinical Research
- Distributed Medical Education
- Faculty Wellness, Equity & Professionalism
- Social Accountability
- Clinical Experiences
- Classroom Experiences



Faculty of Medicine

Administrative & Support Leaders

- Chief Operating Officer, Memorial
- Senior Manager, Academic Affairs
- Director, Health Sciences & Information Services
- Manager, Medical Laboratories & Clinical Learning & Simulation
- Manager, LWS
- Manager, Undergraduate Medical Education
- Manager of Finance
- Manager of Human Resources
- Manager of Operations, OPEd
- Coordinator, RGS
- Coordinator, Postgraduate Medical Education
- Manager of Operations, Discipline of Family Medicine
- Operations Manager, Clinical Disciplines
- Administrative Staff Specialist III, BMS
- Administrative Staff Specialist III, PHAHS
- Administrative Staff Specialist II, Discipline of Medicine
- Admissions Officer
- Senior Communications Advisor
- Senior Development Officer
- Policy Coordinator (Secretary)

By Invitation of the Chair (as needed)

This may include, but not limited to:

- Health System Officials/Representatives
- UPEI representatives

Meeting Procedures

- Chaired by the Dean; a Vice Dean serves as Chair in the Dean's absence.
- The Leadership Forum will meet four (4) times per year. Additional meetings may be convened by the Dean when necessary.
- Agenda developed by the Dean's Office and circulated one week prior.
- No formal quorum required due to advisory nature, but broad participation is expected.
- Terms of Reference will be reviewed on a yearly basis.

Approved by Faculty Executive Committee on May 4, 2026