



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 Population Health and Applied Health Sciences
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)

Our Vision: Through excellence, we will integrate education, research and social accountability to advance the health of the people and communities we serve.



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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: March 25, 2024