



## Department of Paediatrics Faculty Development Committee

---

### TERMS OF REFERENCE

Revised - December 2019

#### 1.0 MANDATE OF THE COMMITTEE

**1.1** The Faculty Development Committee (FDC) of the Department of Paediatrics is advisory to the Director of Faculty Development.

**1.2** The FDC will work together with the Executive Committee, Department of Paediatrics to advise and develop initiatives in faculty development for full-time and part-time faculty members in the Department of Paediatrics.

**1.3** Responsibilities will include enhancement of all areas of faculty development including but not limited to:

- Leadership
- Physician wellness
- Educational (teaching/training, CBD)
- Career development (research/clinical, mentorship, promotion)
- Scholarly activity

**1.4** The FDC, or a subcommittee, will be responsible for organization of the annual HSC Medical Education Day, We All Belong: Creating Spaces for Dialogue and Change in Health Care, and additional events or programs as deemed relevant may fall remit of Faculty Development.

#### 2.0 MEMBERSHIP

**2.1** The Director will be appointed by the Department of Pediatrics Executive committee.

**2.2** This committee should reflect the faculty in the Department of Paediatrics and therefore should include:

- At least one full-time faculty member representing each of the job activity profiles (academic clinician, clinician-teacher, clinician educator, clinician-investigator/clinician scientist).
- At least one part-time faculty member who works in community pediatrics
- At least one part-time faculty member who works in neonatology
- One administrative staff member – Victoria Moreno

### **3.0 STRUCTURE**

**3.1** Minutes will be recorded at all meetings and circulated to committee members. Copies of minutes will also be available from the Office of the Chair.

### **4.0 TERMS OF OFFICE/VACANCY**

**4.1** The terms of office for this committee will begin on January 1 and end on June 30. Members shall serve for a term of three (3) years.

**4.2** FCD will be structured to include several sub-committees of which a FDC member will take the lead. Self-nominations will be invited to for the individual sub-committees.

**4.3** Vacancy: In the event of any vacancy, the FDC will jointly appoint a replacement as appropriate.

### **5.0 FREQUENCY OF MEETINGS**

**5.1** Meetings of the committee will be held every second month, on Tuesdays, ending in June of each year. Sub-committees will meet every second month, between FD Committee meetings, or as often as necessary. To be decided by each subcommittee.

### **6.0 ACCOUNTABILITY**

**6.1** The committee will report to the Executive Committee of the Department of Pediatrics on an annual basis or as requested.

### **7.0 DECISION-MAKING PROCESS**

**7.1** The Committee will establish action priorities, for the FDC and the sub-committees, at the beginning of each planning year. These committee priorities will be reviewed annually and will require approval from the Executive Committee of the Department of Pediatrics. All decisions requiring funding or resource implications will be reviewed and approved by the Chair of the Department of Paediatrics.