



Position Description Vice Chair, Continuing Professional Development

The Vice Chair, Continuing Professional Development (CPD) is a leadership position within the Department of Medical Imaging. The Vice Chair, CPD is responsible for the development of a departmental CPD strategic plan, developing and implementing a Faculty Mentorship Program and New Faculty Orientation, as well as providing guidance on faculty career development.

Required Qualifications

- Certification in Diagnostic Radiology by the Royal College of Physicians and Surgeons of Canada (RCPSC).
- Holds a faculty appointment (including an adjunct appointment) in the Department of Medical Imaging at the University of Toronto.
- The Vice Chair, CPD may not concurrently be a hospital Department Chief, Division Head or a director of another program within the Department.

Responsibilities

The Vice Chair, CPD is responsible for advising on departmental Continuing Professional Development in order to support faculty growth at all stages of their career.

Development and Implementation of a CPD Committee

1. Develop, implement and Chair a CPD Committee made up of relevant stakeholders.
2. Facilitate information distribution via the committee and reporting through the Departmental Executive Committee.
3. The CPD Committee will help in planning of the CPD strategy and contribution to relevant CPD content.

Development and Oversight of Departmental CPD Strategic Planning

1. The Vice Chair, CPD and the CPD Committee will undertake a consultative process and develop a CPD three-year strategic plan. The strategic plan should focus on the following areas:
 - a. Mentorship
 - b. Career Development
 - c. Promotion
 - d. Orientation
 - e. Professionalism
2. The Vice Chair, CPD will function to support the CPD Program within the department.
3. Annual or more frequent CPD meetings for delivering CPD content and new faculty orientation.
4. Active career development and promotion planning – academic job descriptions/three-year review/promotion planning
5. Identification of successful mentorship through annual awards.

Accountability and Reporting

The Vice Chair, CPD reports to the Chair of the Department of Medical Imaging and acts as an advisor to the Chair on Continuing Professional Development. The Vice Chair, CPD, is a member of the departmental Executive Committee and will provide regular reports to the Executive Committee (at monthly meetings). The Vice Chair, CPD will provide reports on the portfolio at least twice per year or more frequently as needed. CPD Committee minutes are sent to the Chair for review.

Required Characteristics

- **Teaching Skill and Student Advocacy**
Demonstrates strong skills in teaching and educational innovation and has a history of advocacy for the education of learners.
- **Communication and Relationship Management**
Communicates clearly in a responsive manner with diverse individuals, groups and organizations and establishes and nurtures constructive and collaborative interactions.
- **Leadership**
Engages, motivates and facilitates individuals, groups and organizations to develop a shared vision and achieve related goals and objectives. The Vice Chair, CPD promotes innovation and change in the department within a supportive culture guided by a cohesive approach.
- **Professionalism**
The Vice Chair, CPD aligns personal and organizational conduct with ethical and professional principles that include responsibility, service, self-reflection, and self-discipline. The Vice Chair, CPD recognizes both personal strengths and limitations, demonstrates a commitment to improvement and lifelong learning and leads by example.
- **Environmental Engagement**
Monitors and seeks information from internal and external environments. In doing so, the Vice Chair, CPD develops an understanding of how things work, identifies trends and priorities, and builds individual and organizational relationships.
- **Management Skills and Knowledge**
The Vice Chair, CPD manages, encourages and enables people, and effectively utilizes resources and information.
- **Equity, Diversity and Inclusion (EDI)**
The Vice Chair, CPD must frame Continuing Professional Development through an EDI lens whereby **all** Continuing Professional Development activities will also result in improved equity, diversity or inclusion.

Term

One year with the potential to renew for a three-year term. This three-year term is renewable upon review. Renewal will be considered in conjunction with feedback and evaluations which may include:

- feedback from departmental stakeholders and department leadership
- multi-source feedback

Administrative Support and Resources

Administrative support through the Medical Imaging office at the University of Toronto will be available as needed.

The Vice Chair, CPD will be able to apply for resources deemed appropriate for the position and authorized in advance by the Departmental Chair. Reasonable expenses incurred in performing the duties of this position may be collected when accounts are approved by the Departmental Chair and are submitted to the department in appropriate format.

Expenses will be paid for travel and accommodation for up to 2 relevant conferences per year. Approval from the Chair is required prior to meeting registration.

Time Commitment and Salary Support

Because of the flexible nature of departmental activities, the number of days will be in the order of 20 per year for which there is a stipend of \$20,000. This is subject to negotiation between the leadership at the Vice Chair, CPD hospital site and the University.

Appointment Process and References

Eligible applicants should submit an updated CV and a one page letter outlining their expression of interest and vision for the position to the attention of the Chair of the Department of Medical Imaging via david.tihanyi@utoronto.ca by Thursday September 21, 2023 at 11:59pm.

After applications are received, they will be reviewed by a search committee consisting of relevant stakeholders. An interview will be conducted. After the interviews, up to three references may be contacted by the search committee (at least one will include a junior faculty less than 5 years on staff).