President’s Visiting Committee
Terms of Reference

Preamble

The Faculty of Medicine and Dentistry undergoes extensive academic review during accreditation of its professional schools and the Unit Review mandated by the University to fulfill provincial requirements. The President’s Visiting Committee (PVC) at the University of Alberta was instituted for a different purpose (see attached President’s Visiting Committee Guidelines). The PVC is meant to serve in an advisory and mentoring role on an ongoing basis (up to 4 years) to the Dean and senior academic team with specific emphasis on research and graduate program performance. Over time, the PVC members will acquire deep understanding of the key research enterprise opportunities and challenges faced by the Faculty of Medicine and Dentistry. The PVC will be in a position to advise stakeholders, both internal and external to the university, about important tactics that will enable the Faculty to achieve its strategic goals. Under the leadership of Dean Fedorak, the Faculty aspires to reach a new level of impact in biomedical and health research locally, nationally and internationally and welcomes the expert advice from the PVC.

Terms

1. The PVC membership, reporting to the President, in collaboration with the Dean of the Faculty of Medicine and Dentistry, will be composed of a Chair, five members from the community (Province of Alberta, both public and private sectors), five members from the academic health and biomedical community (Canadian and International), two members of the University of Alberta Board of Governors.

2. The PVC members will engage in a multi-year consultative process (up to 4 years) led by the Chair. It is expected that a face-to-face meeting will occur once every four years and an additional one to two teleconference meetings will be held each year to review updated information about the performance of the research and graduate programs and to engage the senior leadership of the Faculty and University of Alberta in discussion about strategic directions. It will prepare an annual evaluative report with recommendations to the President.

3. The PVC will receive background documentation about the research and graduate education programs of the Faculty of Medicine prepared by the PVC support team\(^1\). This will include: a summary from Dean Fedorak about his view of the opportunities and challenges; the recently developed Strategic Plan for the Faculty of Medicine now in its early implementation phase; factual information about the research and graduate programs; research performance metrics and comparisons with both Faculties of Medicine in Canadian and publicly-funded, peer

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\(^1\) Vice Dean Research – David Evans; Director of Research – Mark Taylor; Assistant Dean; Education Quality and Accreditation – Susan Andrew; Portfolio Initiatives Manager, Office of the President – Bobbi Schiestel; Vice-Provost (Strategic Initiatives) – Martin Ferguson-Pell.
institutions in the USA; and, other factual materials about advancement, communication, infrastructure and budget support relevant to the research enterprise.

4. In 2016, the PVC will conduct its initial review and face-to-face consultation on May 26 and 27 at the University of Alberta and present its informal evaluation and recommendations to the President. A draft written report (no more than 10 pages) will be prepared for review by Dean Fedorak and the PVC support team no later than July 30 and the final report will be submitted to the President by September 9. The PVC anticipates that the final report will be presented to the Board of Governors by the Chair, Board Learning and Development Committee, the Dean and Vice Provost (Strategic Initiatives) at the October 2016 meeting of the Board.

5. The annual work plan will be drafted by the PVC in consultation with the President and Dean including the schedule of meeting dates no later than November 30 for the coming year.

Administrative Support

The Portfolio Initiatives Manager from the Office of the President, Ms. Bobbi Schiestel bobbi.schiestel@ualberta.ca (tel: 780.492.4185) will provide direct administrative and logistics support to the PVC and its Chair.

Membership (see attached bios.)

Chair
Catharine Whiteside, MD PhD
Professor Emerita and Former Dean of Medicine
University of Toronto

Board of Governors Members
Ray Muzyka
Shenaz Jeraj

Community Members
Dr. Cyril Kay (UAlberta)
Dr. Caroline Tait (Indigenous representative from U of Sask.)
Dr. Kathyn Todd (AHS)
Shelley Miller (U of A Senate)
Glenn Stowkowy (Stantec)

Academic Members
Dr. Tom Feasby (UCalgary)
Dr. Carol Herbert (Western U)
Dr. Brendan Drumm (University College Dublin)
Dr. Marc Ouelette (ULaval)
Dr. Catharine Whiteside, Chair (UToronto)