



**Head, Division of Neurology
Department of Medicine**

The Department of Medicine at the University of British Columbia invites internal applications for a leadership opportunity as the Head of the UBC Division of Neurology.

The successful candidate will be responsible for the development and coordination of the entire Division, which is made up of programs located at all of UBC's teaching hospitals. He/she will be tasked with leading the Division of Neurology in its Provincial focus on clinical care, education and research.

The successful candidate will be a strong leader with demonstrated interpersonal and administrative skills. He/she will be experienced with educational programs and will be supportive of the educational and research missions of the Division and the aspirations of Division faculty. The incumbent will have demonstrated excellence in teaching and will be expected to participate in the undergraduate and postgraduate teaching activities of the Division and Department.

The successful candidate will be a current UBC faculty member within the Department of Medicine, Division of Neurology, and be at the rank of Associate Professor or higher in either the clinical or the academic stream.

The leadership opportunity will commence as early as February 1, 2023, or a date to be mutually agreed upon, and the closing date for applications is January 31, 2023.

Applications should include curriculum vitae, a teaching dossier, a letter describing research interests and plans, and four (4) letters of reference addressing scholarly, professional and innovative work, teaching and administration. Applications should be sent to:

Anita Palepu, MD, MPH, FRCPC, MACP
Professor and Eric W. Hamber Chair
Head, Department of Medicine
University of British Columbia
via email to: lygia.siqueira@ubc.ca

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.



POSITION DESCRIPTION: Division Head, Neurology, UBC Department of Medicine

Position Summary:

The Division Head, Neurology is responsible for leadership of the Division of Neurology across all geographically distributed sites within the UBC Faculty of Medicine.

Department Introduction:

The Department of Medicine has evolved into an organizational structure with differentiation along Division lines, each representing a specific subspecialty, and programs centered on research themes. Research, education and service are developed according to subspecialties and programs. It is the mandate of the UBC Division Head to direct the academic activities by planning, identifying, fostering and enabling innovative programs of strength and excellence within the University of B.C., the Province of B.C., nationally and internationally.

Reporting Structure:

The Division Head reports directly to the Head, UBC Department of Medicine, and liaises with the other Division Heads and Executives of the Teaching Hospitals to bring effective coordination of responsibilities between the University Faculty of Medicine – Department of Medicine and their Division at each Teaching Hospital site.

Appointment Details:

This is an administrative role with a five-year term appointment, renewable after successful review. The time commitment is estimated to be 0.2 FTE, equivalent to one day per week. The appointee must have sufficient protected time during the working week to fulfill the requirements of this role.

Responsibilities:

The UBC Division Head will be responsible and accountable in all matters to the UBC Department Head of Medicine, to be advisory to the UBC Department Head in matters impacting on the Department which require discussions with the Dean's Office, University administration or the Government. The UBC Division Head will not enter into any arrangement which has a significant impact upon the Department without approval by the UBC Department Head.

The UBC Division Head and the UBC Department Head will meet on a formal basis regularly to discuss relevant issues and to ensure clear lines of communication are maintained and mutual needs and expectations are met.

The UBC Division Head is responsible for the activities noted below and may delegate responsibility and authority to appropriate members within the Division so as to facilitate the accomplishment of Divisional and programmatic objectives.

Administrative Responsibilities:

The UBC Division Head is responsible and accountable for the efficient and effective administration of the Division and for the successful development of academic activities in research, education and the integration of these disciplines into the clinical service experiences offered to medical students, residents and fellows. These responsibilities are to be executed with respect to the provincial distribution of the Division and/or Programs.

Specific Responsibilities:

1. To develop and communicate academic goals, objectives and long-range plans, in collaboration with the Division/Program members, which are consistent with the Mission of the UBC Faculty of Medicine and the Department of Medicine. To develop action plans to meet established goals and objectives, implement appropriate strategies and monitor results.
2. To convene regular (at least quarterly) meetings of Division/Program members to discuss all matters of administration, budgets, research, teaching and service with the Division/Program and to keep minutes. These meetings will be the forum for inclusive and respectful discussion and participative communication for Departmental and University policies, procedures, goals and needs. The minutes will be forwarded to the UBC Department Head. The Division/Program Head will be the resource person for all of these matters.
3. To advise the UBC Department Head of the personnel, space and resources required for teaching, research and clinical service within the University and its affiliated hospitals.
4. To determine the appropriate complement of Faculty required to enable the Division/Program to meet its academic and clinical objectives and mandates. To assist and advise the UBC Department Head in the recruitment of Division/Program Faculty. The Division Head will develop proposals for new appointments and implement mechanisms for recruitment which follow procedures established by the UBC Department Head and the Faculty of Medicine. The Division Head will assist the departmental office in the preparation of the letter of offer, which will define the recruit's responsibilities and expectations. To actively foster equity and diversity in recruitment and promotion of Division members.
5. To meet (either virtually or in-person) with potential and/or existing clinical faculty candidates who wish to join the Division and provide a written letter of support for appointment and/or promotion as deemed appropriate.
6. To annually submit to the UBC Department Head the division annual report using the template provided by the Department.
7. To annually submit to the UBC Department Head the recommendations on Division/Program members with regards to promotion, tenure and merit increments. In order to execute this responsibility, the UBC Division Head is expected to be familiar with and understand the University of British Columbia guidelines for promotion and merit increases and be able to apply these principles to the Faculty of Medicine, specifically the Department of Medicine.
8. To be responsible for reviewing Division/Program research and discretionary financial accounts, dealing with any over-expenditure, ensuring compliance with accounting principles, recommending fiscal management procedures and policy changes. To assist with the professional and academic development of the Division/Program members, particularly junior faculty and new recruits, to enhance the likelihood of attaining promotion and/or tenure. Meet a minimum of twice per year with all junior faculty for the first 5 years of their appointment.
9. To work with division members and division administrator to prospectively collect the data needed for the 5-year divisional review using the assessment documentation provided by the Department.

10. To be an active participant in the UBC Department of Medicine's Executive Committee, ensuring relevant Divisional issues are brought to the Committee for discussion and Committee information is shared with the Divisional members.
11. To attend administrative meetings and other initiatives of each Hospital Division/Program as needed to advance education and research.

Educational Responsibilities:

1. Learning Environment: To promote a positive learning environment in all sites of the Neurology program by ensuring that all participants are aware of the policies and standards governing faculty/staff/students' behaviours and interactions: UBC Respectful Environment Statement for Student, Faculty and Staff, and the Faculty of Medicine "Professional Standards" document. To encourage faculty, staff and learners to participate in initiatives addressing unconscious bias.
2. Undergraduate Education: to provide leadership in and co-ordination of the efforts of Divisional/Program members in the undergraduate curriculum. In particular, the Division/Program Head will ensure that all Division/Program members participate appropriately in sharing such responsibilities.
3. Postgraduate Education: to co-ordinate the subspecialty training program or to delegate this responsibility to an appropriate Division/Program Member, ensuring the program meets the requirements of the RCPSC and the accrediting bodies. The Division/Program Head ensures procedures exist and are applied to the screening of applicants, evaluation of trainees, and preparation of trainees for subspecialty examinations. To ensure that measurable program objectives are defined, met and evaluated. Each Division/Program should have a Postgraduate Education Committee with representation from each teaching hospital to be responsible for rotations, evaluations, resident research and recruitment of trainees.
4. Continuing Medical Education: to be responsible for coordinating the efforts of the Division/Program with regard to the quality and participation in special courses, refresher courses and all aspects of Continuing Medical Education. The Division/Program Heads will be informed of participation by Division/Program members in Continuing Medical Education. Should a Division Head disagree with the member's participation, approval for participation can be denied through deliberations with the UBC Department Head.
5. To maintain and foster good relations with the University's affiliated hospitals, promoting the development of the division/program in these hospitals through frequent communication, city-wide Division/Program meetings, rounds and collegial activities designed to effectively utilize all teaching resources available across the province. The Division/Program Head's mandate is to coordinate the inter-hospital and intra-hospital academic organization of services with the approval and collaboration of the UBC Department Heads and hospital administrations, city -wide and provincial.
6. To engage divisional faculty to fulfill the undergraduate and postgraduate medical education roles to enable the educational activities.
7. To support and foster excellence in the level of Faculty teaching, encourage innovative teaching approaches, ensure adequate evaluation mechanisms and provide access to teaching methods, courses, or remediation, if required. Faculty teaching activities will be supported by the UBC Department Head, the UBC Postgraduate and UBC Undergraduate Directors.

Research Responsibilities:

1. To encourage and promote research activities within the Division/Program's specialty area and to support collaborative research with peers from other specialties or academic centers.

2. To develop mechanisms which promote research and protect the time of investigators in the Division/Program from excessive clinical, administrative or teaching responsibilities in order to free up sufficient time for research.
3. To advise and assist Division/Program members in the preparation of applications to granting agencies, to assist in the arrangement of space and facilities, to review proposals or manuscripts, to facilitate the presentation and publication of papers relating to such research and to assist all faculty member in obtaining external research funding.
4. To integrate Division/Program research initiatives into the programs of the University, Department and the affiliated hospitals.
5. To assume responsibility for research training through co-operative efforts by assisting wherever possible the efforts of the individual investigators who are supervising residents' or fellows' research projects.

Qualifications

The successful candidate holds a FRCPC in Neurology, is licensed with the College of Physicians and Surgeons of British Columbia and has:

- Demonstrated professionalism and excellence in clinical care
- Demonstrated excellence and experience in teaching at the undergraduate and postgraduate level
- Administrative experience; excellent organizational and time management skills
- Collaborative leadership skills and ability to work effectively with students, faculty and administrative leadership
- Excellent interpersonal, communication, and collaborative negotiation skills
- Eligible for/holds a UBC Faculty of Medicine appointment within the Department of Medicine, Division of Neurology at the rank of Associate or Clinical Associate Professor or higher

Relevant UBC and Faculty of Medicine Resources:

1. Professional Standards for the Faculties of Medicine and Dentistry: <https://med-fom-faculty.sites.olt.ubc.ca/files/2012/02/Professional-Standards-for-the-Faculties-of-Medicine-and-Dentistry.pdf>
2. UBC Respectful Environment Statement: www.hr.ubc.ca/respectful-environment
3. Equity Diversity Inclusion for Years (EDIFY): <https://elearning.ubccpd.ca/enrol/index.php?id=163>
4. FoM Preventing and Addressing Bullying, Harassment and Mistreatment in the Working and Learning Environment: https://www.hse2.ubc.ca/consdata/FOM_BH_Course_Material/course/course127913.html
5. UBC FoM Building Safe and Supportive Learning Environments module: <https://rise.articulate.com/share/iFwR4rOdnKsQKue4i2WJDPaywkZoVmsg#/?k=9746fi>
6. UBC Human Resources: <http://www.hr.ubc.ca/hiring-managing/recruitment-hiring/>
7. UBC Policy #20: Advertising of Available Employment Positions: <https://www.universitycounsel.ubc.ca/files/2017/06/policy20.pdf>

Revision History:

- Prepared: July 26, 1993
- Revised: September 3, 2011
- Revised: June 20, 2022