

ADMINISTRATION DOSSIER

NAME: *Surname, Given Name(s)*

DEGREES: <i>First degree (Major)</i>	<i>Date</i>	<i>University</i>
<i>Higher degrees(s) (Specialty)</i>	<i>Date</i>	<i>University</i>

ADMINISTRATIVE POSITIONS:

<i>Position #1</i>	<i>19YY - 19YY</i>	<i>Location</i>
<i>Position #2</i>	<i>19YY - 19YY</i>	<i>Location</i>
<i>Position #3</i>	<i>20YY - 20YY</i>	<i>Location</i>
<i>Position #4</i>	<i>20YY - 20YY</i>	<i>Location</i>
<i>Position #5</i>	<i>20YY - 20YY</i>	<i>Location</i>

ADMINISTRATION AWARDS

<i>Name of Award</i>	<i>19YY</i>	<i>Body conferring the award</i>
<i>Name of Award</i>	<i>20YY</i>	<i>Body conferring the award</i>

UNDERGRADUATE ADMINISTRATION

NOTE: Examples might include - Curriculum committee membership and contribution; Phase Coordinator; Assistant Dean – Undergraduate Medical Education; Undergraduate coordinator for clinical departments; LCME/CACMS Accreditation site visit teams; Director of Admissions, Director of the School of Physical Therapy, etc. Contributions should be annotated to provide a statement of responsibilities for the position and the significant contributions to enhancing the work of that position.

POSTGRADUATE ADMINISTRATION

NOTE: Examples might include - Program Director; RCPSC/CFPC committees, site visit Accreditation teams; Assistant Dean – Postgraduate Medical Education; Assistant Dean – Continuing Professional Learning; Associate Dean – Medical Education. Contributions should be annotated to provide a statement of responsibilities for the position and the significant contributions to enhancing the work of that position.

DEPARTMENT/SCHOOL OF PHYSICAL THERAPY ADMINISTRATION

Note: Examples might include – Director, School of Physical Therapy; Department Headship; departmental committees other than residency program director and undergraduate coordinator; Health Region positions not directly related to the College of Medicine (e.g. OR allocation committee, regional departmental committees; etc. Contributions should be annotated to provide a statement of responsibilities for the position and the significant contributions to enhancing the work of that position.

COLLEGE OF MEDICINE ADMINISTRATION

NOTE: Examples might include - Faculty Council/General Academic Assembly committees; Associate Dean – Research & Graduate Studies; Associate Dean – Regina Programs; Associate Dean – Biomedical Sciences; Associate Dean – Faculty Affairs; Associate Dean – Physical Therapy and Inter-professional

Health Education; Health Region positions of leadership directly related to the College of Medicine; Health Region committee membership for clinical faculty. Contributions should be annotated to provide a statement of responsibilities for the position and the significant contributions to enhancing the work of that position.

UNIVERSITY OF SASKATCHEWAN ADMINISTRATION

NOTE: Examples might include – Faculty Council and its committees, institute level leadership such as CUISR, INTERVAC, other administrative units, including VP/AVP level appointments. Contributions should be annotated to provide a statement of responsibilities for the position and the significant contributions to enhancing the work of that position.

OTHER ADMINISTRATION

NOTE: Examples might include – provincial committees and taskforces; Professional association committees or appointments at the local, provincial and national level. All work at the international level should be reported here. Contributions should be annotated to provide a statement of responsibilities for the position and the significant contributions to enhancing the work of that position.

EVALUATION OF ADMINISTRATIVE WORK

Merit awards for Administrative Work
 360 assessments, if available
 Annual assessments if no merit award
 Letters from external agencies, committee chairs, health region managers and administrators, etc

ADMINISTRATIVE LEADERSHIP TRAINING

NOTE: Please detail all workshops, graduate studies, and other improvements to administrative qualifications.

ADMINISTRATION WORKSHOPS, SEMINARS ETC. ATTENDED

Date	Duration	Title	Workshop organizer
__/__/9__	_____	_____	_____
__/__/9__	_____	_____	_____
__/__/9__	_____	_____	_____

ADMINISTRATION WORKSHOPS, SEMINARS ETC. PRESENTED

Date	Duration	Title	Workshop/seminar organizer
__/__/9__	_____	_____	_____
__/__/9__	_____	_____	_____

Add any evaluations which are available of workshops on administration which you have presented. Numerical data can be presented here, and comments as an appendix.

ADMINISTRATION INNOVATION

NOTE: Narrative comments about innovation successes achieved in the area of administrative responsibility while under your supervision or subsequently if you had a major role in concept development.

SCHOLARSHIP IN ADMINISTRATION

NOTE: Publications, technical reports, presentations related to administration.

(Authors)/(Year)/(Title)/(Volume)/Page number(first and last page) and
(Date)/(Title)/Occasion on which the talk was presented

SELF-EVALUATION

NOTE: Annotation of 360 or separate self-evaluation. Please make special note of work done to develop key institutional relationships and team development.

OTHER MATERIAL