

Gerald Bronfman Department of Oncology, McGill University
Departmental Leadership Council
Terms of Reference (Version: May 8, 2017)

Introduction

The longstanding Oncology Management Committee (OMC) of the Gerald Bronfman Department of Oncology has been changed to the Department Leadership Council (DLC) in order to more accurately reflect the composition and mandate of the committee. The DLC is the forum for collegial discussions regarding governance, academic affairs, strategic direction, financial and human resources, and general management for the department. Although at a departmental governance level, the DLC will mirror the scope of activities of the Faculty Leadership Council, the new forum created in 2015 to advise the Dean of Medicine.

Membership

The DLC is a permanent committee of the Gerald Bronfman Department of Oncology whose composition includes all faculty members in positions of leadership at the research, teaching, clinical and service levels. If they are unable to attend a meeting they can deputize an alternative person to attend on their behalf. Two elected members-at-large complement the Council. The DLC also includes as non-voting members, the Associate Director for the corresponding Administrative Excellence Centre (AEC-7) and his/her primary representatives in human resources and finance. The Chair's Office is also represented via its Academic Advisor and Secretary, as non-voting members.

Specifically, the following positions are represented:

Gerald Bronfman Department of Oncology, Office of the Chair

- Chair
- Associate Chair, Clinical Affairs
- Academic Advisor to the Chair (non-voting)
- Secretary to the Chair/Administrative and Student Affairs Coordinator (non-voting)
- Visiting Speakers Program in Oncology Coordinator (non-voting)

Hospital or Centre Directors

- Director, Cancer Care Mission, MUHC
- Director, Segal Cancer Centre, Jewish General Hospital
- Director, Cancer Care, St. Mary's Hospital Centre
- Director, Goodman Cancer Centre
- Director, MUHC-RI Cancer Research Program

Clinical Division Directors

- Medical Oncology (Director and Site Directors)
- Surgical Oncology (Director and Site Directors)
- Radiation Oncology (Director and Site Directors)
- Medical Physics
- Head and Neck Oncology

- Cancer Epidemiology
- Cancer Genetics
- Cancer Prevention
- Palliative Care
- Psychosocial Oncology
- Oncology Nursing
- Cancer Nutrition-Rehabilitation Program
- Whole Person Care
- Clinical Research Program
- Pediatric Oncology
- Adolescent and Young Adult Oncology
- Geriatric Oncology

Education Program Directors

- Oncology Undergraduate Medical Education
- Medical Oncology Residency Training Program (Director and Site Directors)
- Surgical Oncology Residency Training Program (Director and Site Directors)
- Radiation Oncology Residency Training Program (Director and Site Directors)
- Palliative Care
- Gynecologic Oncology (Director)
- Visiting Speakers Program in Oncology (VSPO) (McGill Director)
- Oncology Graduate Program (position vacant as of 2017)

Rosby Cancer Network

- Clinical Lead

AEC7 (non-voting)

- Associate Director
- HR representative
- Finance representative

Members at Large (1-2) (two year term renewable for maximum of four years)

Elected departmental representatives at the Faculty of Medicine Council

- Representative from tenured and tenure track (TT) faculty members
- Representative from contract academic staff (CAS) faculty members

Mandate

1. Forum for the Chair to inform the departmental leadership of relevant news and activities occurring at the Faculty of Medicine and upper university administration levels.
2. Provide strategic input to the Chair on matters that arise regarding the academic mission of the Department (research, teaching, and faculty life cycle).
3. Provide input to the Chair regarding Department administration and fundraising.

4. Division/Program Directors can submit to the committee recommendations for the appointment of new faculty members. The committee is responsible for reviewing the supporting documentation and voting on the appointment.
5. Facilitate networking and teambuilding among the different departmental stakeholders.
6. Serve as forum for informal presentations focusing on topics of timely interest to the academic oncology community.
7. Serve as training grounds for new leaders in oncology.