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## **VICE DEAN, EDUCATION, FACULTY OF HEALTH SCIENCES**

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The Vice Dean, Education, Faculty of Health Sciences is a senior academic administrator who assists the Dean and Vice-President, Faculty of Health Sciences with guiding the educational mission of the Faculty.

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### **Reporting Relationships:**

The Vice Dean, Education reports to the Dean and Vice-President of the Faculty of Health Sciences. The incumbent works closely with the Executive Vice Dean, Vice Deans, Associate Deans, Assistant Deans and Directors of educational programs, and Department Chairs.

### **Duties and Responsibilities:**

The incumbent will lead, promote and develop both undergraduate health sciences and health professional education within the Faculty of Health Sciences in concert with the other academic objectives of the Faculty. In collaboration with the Vice Deans, Associate and Assistant Deans of the professional schools and the Vice Dean, Graduate Studies (Health Sciences), the Vice Dean Education will advocate for health sciences education and resources within the Faculty and University and externally as appropriate.

In addition, the Vice Dean Education will:

- Encourage and support health sciences education programs within the Faculty and relevant joint undergraduate and graduate programs in collaboration with other Faculties
- Ensure that all health science education programs embrace a culture of equity, diversity and inclusion
- Ensure that all health science program leads collaborate with the Indigenous Health Learning Lodge to support, coordinate and implement Indigenous health education strategic priorities
- Lead initiatives in the Faculty of Health Sciences to promote the admission of international students to undergraduate health sciences programs consistent with McMaster's internationalization strategy
- Oversee the development and sustainability of the distributed medical education network
- Oversee the development of initiatives for interprofessional education for health science students
- Chair or co-chair, as appropriate, the selection of Associate Deans, Assistant Deans and Directors of health science education programs and, as appropriate, evaluate their performance

- Oversee and support, as appropriate, the work of the Assistant and Associate Deans of the health sciences education programs including program evaluation and accreditation, curricula renewal, management of enrolment targets, admission criteria and procedures, student evaluation procedures and appeal processes, student occupational health and safety, academic accommodations and international electives
- Chair the Health Sciences Education Council
- Manage shared educational infrastructure including the Clinical Skills Laboratory, Anatomy Teaching Laboratory and Surgical Skills Laboratory
- Provide support and advice to the Associate Deans, Assistant Deans, Programs Directors and the Advisor, Professionalism on matters related to Professionalism and Faculty-Student relations
- Coordinate the development of clinical placement opportunities for learners from every discipline
- Manage the educational contracts with external agencies on behalf of the Faculty of Health Sciences, ensuring consistency with University policies and recovery of indirect costs
- Participate on Faculty committees as required by the Dean and Vice-President.

**Conditions of Employment:**

The position of Vice Dean Education shall be held by a qualified faculty member, appointed for a five-year term (renewable). The individual will be selected by a Senate Ad Hoc Selection Committee for nomination through the Senate Committee on Appointments to the Senate and the Board of Governors, as required by The McMaster University Act, 1976 and the Senate By-laws.

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Most recent approvals: FHS Faculty Executive Committee: February 26, 2020; Senate Committee on Appointments November 2020; Senate: December 2020; Board of Governors: December 2020.

Supersedes: Terms of Reference: Vice Dean, Health Professional Education  
Terms of Reference: Vice Dean, Undergraduate Education

General Policy Inquiries: **FHS Secretariat ([fssec@mcmaster.ca](mailto:fssec@mcmaster.ca))**

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