
**VICE DEAN, FACULTY OF HEALTH SCIENCES, ASSOCIATE DEAN OF GRADUATE STUDIES
(HEALTH SCIENCES)**

The Vice-Dean, Faculty Health Sciences/Associate Dean of Graduate Studies (Health Sciences) (VD FHS/AD Graduate Studies (HS)) has the primary responsibility within the Faculty of Health Sciences for furthering McMaster's goals regarding graduate education and research training, and provides leadership and coordination for all activities related to those goals. The VD FHS/AD Graduate Studies (HS) will normally have a five-year term of office, with the possibility of reappointment for a second term.

The VD FHS/AD Graduate Studies (HS) reports both to the Dean and Vice-President (Health Sciences) and to the Vice-Provost and Dean of Graduate Studies. The VD FHS/AD Graduate Studies (HS) works in a coordinated way with the Assistant, Associate and Vice-Deans of both the Faculty of Health Sciences and the School of Graduate Studies to ensure that both Faculty-specific and University-wide goals are addressed.

Responsibilities include, but are not limited to:

- a) Working closely with the Dean and Vice-President, Health Sciences and the Vice-Provost and Dean of Graduate Studies to assist with development, maintenance, and improvement of graduate programs in the Faculty of Health Sciences
- b) Maintaining ongoing liaisons with the Vice-Dean Research, (FHS) the Vice-Dean, Health Professional Education, (FHS), Vice-Dean, Undergraduate Education (FHS) and the Associate Deans of Graduate Studies (Engineering; Science; Business, Humanities and Social Sciences) for matters relating to these areas as they affect graduate programs and research training, including interdisciplinary programs.
- c) Providing input into and strategic planning for matters of graduate admissions, student enrollment, development of new disciplinary and interdisciplinary programs, and student recruitment and retention.
- d) Overseeing quality assurance for new and on-going graduate programs within the Faculty of Health Sciences, and facilitating internal and external reviews of graduate programs. The VDFHS/AD Graduate Studies (HS) oversees the graduate educational activities of the Assistant Deans and Program Directors who recognize a dual responsibility to consult and inform both the VD FHS/AD Graduate Studies (HS) and the relevant Department Chair (or Vice Dean) within the Faculty of Health Sciences.
- e) Encouraging and facilitating innovation in graduate education and research training across campus within the Faculty of Health Sciences and in conjunction with other Faculties in interdisciplinary programs.
- f) Developing and overseeing financial strategies for the growth and enhancement of graduate studies in Health Sciences; managing financial resources allocated for graduate programs in

Health Sciences (as appropriate); and overseeing the administrative support in the office of the VD FHS/AD Graduate Studies (HS).

- g) Serving as a member on, or Chair of, University-wide and Faculty-specific committees. (Including: chairing the Graduate Curriculum and Policy Council and the Graduate Admissions and Study Committee in the Faculty of Health Sciences; co-chairing the Scholarships Committee of the Graduate Council; chairing, when so delegated by the Dean of Health Sciences, selection committees for Assistant Deans (or equivalent) of graduate programs in the Faculty; ex officio member of search committees in Health Sciences as requested by the Dean of Health Sciences; membership on Graduate Council and Graduate Council Executive; membership on the Health Sciences Education and Research Councils and the Faculty of Health Sciences Executive Council; and membership on the School of Graduate Studies Executive).
- h) Interviewing candidates for tenured and tenure-track positions when requested, assessing the candidates' suitability for a faculty position at McMaster University, particularly regarding graduate supervision.
- i) Performing functions specified in such documents as the Student Appeal Procedures, including dealing with issues raised by individual students or problems involving their academic progress, conducting formal inquiries where required, participating in appeal hearings, and negotiating informal settlements to disputes to benefit students while upholding the regulations and standards of the School, Faculty, or Department.
- j) Performing functions specified in such documents as the Research Integrity Policy, including investigating allegations of research misconduct and, if found, represent the University's position at a Hearing.
- k) Serving from time-to-time on bargaining teams in the University's negotiations (e.g. regarding the TA or PDF collective agreements).
- l) Examining, and proposing revisions to policies, procedures, and regulations to improve the operation of graduate programs and graduate student success; and ensuring those policies, procedures, and regulations are implemented within the Faculty of Health Sciences.
- m) Working to enhance the quality of life and sense of community amongst the diverse group of graduate students and research trainees within the Faculty of Health Sciences and encourage their involvement in interdisciplinary activities.
- n) Communicate best practices in graduate supervision and provide oversight and resolutions for graduate supervision issues, when necessary.
- o) Discharging such duties as may be assigned by the Vice-Provost and Dean of Graduate Studies from time to time, including serving as the Acting Vice-Provost and Dean of Graduate Studies in the Dean's absence or as Acting AD (Graduate Studies) when the Associate Dean from another Faculty is away.

The ideal candidate for this position will be an accomplished researcher, an excellent graduate mentor, and faculty member within the Faculty of Health Sciences. He or she should have

extensive experience in graduate education and research training, a strong understanding of and

Commitment to the role of graduate education in Health Sciences, demonstrated success in networking and collaboration, and excellent interpersonal and communication skills.

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and, within the lands protected by the “Dish With One Spoon” wampum agreement.

In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster University strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity. The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. The University seeks qualified candidates who share our commitment to equity, diversity and inclusion. While all qualified candidates are invited to apply, we particularly welcome applications from women, persons with disabilities, First Nations, Métis and Inuit peoples, members of visible minorities, and LGBTQ+ persons.

Most recent approvals: FHS Faculty Executive Committee: January 31, 2019; Senate Committee on Appointments: February 11, 2019; Senate: February 13, 2019; Board of Governors: March 2019.

General Policy Inquiries: **FHS Secretariat (fhsec@mcmaster.ca)**

Disclaimer: If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.

Accessibility: If you require this document in an accessible format, please email fhsec@mcmaster.ca