
EXECUTIVE VICE DEAN AND ASSOCIATE VICE PRESIDENT ACADEMIC, FACULTY OF HEALTH SCIENCES

The Executive Vice Dean and Associate Vice President (Academic) (EVD-AVPA) is the primary senior academic administrator who works in tandem with the Dean and Vice President, Faculty of Health Sciences (FHS) to manage the academic and operational functions of the Faculty. The incumbent assists in long-range planning, strategic decision-making, and optimal resource allocation to best position FHS to deliver its mission and collaborates with other senior leaders to ensure congruence among the educational, research, and health service programs of the Faculty.

Reporting Relationships:

The Executive Vice Dean and Associate Vice President (Academic) reports directly to the Dean and Vice-President and is a critical member of the senior leadership within FHS.

The EVD-AVPA works in close collaboration with the Provost and Vice President (Academic), Vice Provosts, Faculty Deans, and other senior leaders across the University. Within FHS, the EVD-AVPA works closely with the Associate Vice President (Global Health), Vice Deans, Associate Deans and Department Chairs, and the Assistant Vice President, Chief Administrative Officer.

Duties and Responsibilities:

The EVD-AVPA champions a culture of interdisciplinarity, professionalism, excellence, continuous learning, inclusiveness, indigenization and innovation within the Faculty. This is accomplished through oversight of programs, support units, and individuals whose work supports the academic mission of the Faculty of Health Sciences.

The EVD-AVPA has a depth and breadth of knowledge related to the operations of FHS within the context of the broader University and serves as the Dean's delegate in a number of areas including matters related to university policy and procedures and represents the Dean on a number of central committees.

- Serving as the Dean's delegate to represent FHS within the Provost and Vice President, Academic's senior leadership team, ensuring that the academic and inclusive excellence priorities of the University are known to FHS and vice versa.
- Serving as the Acting Dean of the Faculty when appropriate, advancing the academic mission of the Faculty through the approval of contracts and acting as the Faculty Decision Maker as prescribed in University policies.
- Supporting the Dean through meeting regularly with Vice Deans, Department Chairs, and other senior leaders within the Faculty to provide mentorship and guidance related to university and FHS academic policies and procedures and to enable their strategic and operational objectives.
- Overseeing, in conjunction with the Dean, the strategic direction and operations of the offices of the Associate Dean, Indigenous Health.
- Overseeing, in conjunction with the Dean, the strategic direction and operations of the office of the Associate Dean, Equity and Inclusion.
- Providing indirect oversight to the offices of the Vice Dean, Faculty Affairs, Vice Dean, Education and the Vice Dean, Faculty of Health Sciences, and Associate Dean, Graduate Studies.
- Participating in the accreditation of the professional schools; serving as the senior academic leader in Institutional Quality Assurance Process (IQAP) and other academic program reviews; and participating in other internal and external reviews as required. Leading negotiations with other Faculties on the development of interdisciplinary academic programming and other formal academic arrangements.

- Overseeing the strategic direction and operations of the Health Sciences Library ensuring that its relationships with libraries in the affiliated teaching hospitals and the broader university library are optimized.
- Overseeing the strategic direction and operations of the Faculty Secretariat, ensuring that Faculty policies and procedures are aligned with those of the broader university and vice versa.
- Overseeing the strategic direction and operations of the Office of Professionalism, working closely with the Vice Deans Faculty Affairs and Education, to ensure that all matters related to professionalism are managed using university policies and procedures.
- Serving as a member of the following FHS committees:
 - FHS Faculty Executive Council
 - FHS Finance Committee
 - FHS Nominations and Awards Committee (Co-Chair)
 - Selection Committees for FHS Leadership positions (ex officio)
 - MDSM Council
 - Indigenous Health Learning Lodge Steering Committee
- Representing the Faculty and/or serving as the Dean's Delegate on select University committees including:
 - Provost's Council
 - President/Vice Presidents/Deans (PVPD)
 - Senate (observer)
 - Planning and Resources Committee of the Board of Governors
 - University Planning Committee (Dean's Delegate; Observer)

Conditions of Employment:

The position of Executive Vice-Dean and Associate Vice-President (Academic) shall be held by a full-time faculty member, appointed for a five-year term (renewable once). 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.

Revised – January 2010, titles updated 2018.

Approved – FHS Faculty Executive – Feb 22, 2023.

Most recent approvals: FHS Faculty Executive Committee: February 22, 2023; Senate Committee on Appointments April 2023; Senate: May 2023; Board of Governors: June 2023.

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

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