
VICE DEAN, FACULTY AFFAIRS, FACULTY OF HEALTH SCIENCES

The Vice Dean, Faculty Affairs is responsible for guiding matters of faculty affairs, professional development, and engagement and oversees the Faculty's strategy for furthering the success, well-being, and academic advancement of our faculty.

Reporting Relationships:

The Vice Dean, Faculty Affairs reports to the Dean and Vice-President, Faculty of Health Sciences.

Duties and Responsibilities:

Faculty Affairs

1. Work with the Associate Dean, Indigenous Health and the Associate Dean, Equity & Inclusion to champion principles of equity, diversity, inclusion, and indigenous self determination across the Faculty.
2. Oversee the continuing development and evaluation of Faculty-wide initiatives and resources that optimize recruitment, development, promotion, and retention of top academic talent in a culture that values innovation, excellence, collaboration and the highest levels of scholarship and professionalism.

Operational Management

1. Consult with partners within the University, the community and partner hospitals and advise the Dean on issues that will guide those responsible for operationalizing the Faculty's mission related to faculty affairs.
2. Oversee the activities of the Continuing Professional Development Office through the Associate Dean, Continuing Professional Development.
3. Provide effective financial management of the Faculty Affairs office and any related funds.

Specific Areas of Responsibility

1. Work with leaders across the faculty to advance professionalism ideals within the Faculty of Health Sciences. Guide processes related to addressing issues related to faculty professionalism and professional behaviours and provide expertise and advice to the Faculty leadership on such matters.
2. Promote and co-ordinate continuing professional development resources that assist all faculty members in advancing their professional success in research, education, clinical scholarship, leadership and/or administrative roles, ensuring that these are inclusive and integrate the unique needs of the part-time faculty complement.
3. Lead and oversee a Faculty-wide strategy to support and address faculty health, well-being, and professional fulfillment. Promote, coordinate, and develop resources to enhance the overall well-being of faculty.

4. Collaborate with partners internal and external to the University, as appropriate, to develop Faculty Affairs activities and programming.
5. Serve as a member of FHS, University, and external committees as requested and/or required. These include:
 - a. FHS Faculty Executive Council
 - b. FHS Nominations and Awards Committee
 - c. Selection Committees for FHS Leadership positions
 - d. MDSM Council
 - e. AFMC Faculty Affairs Committee

Conditions of Employment:

The position of Vice Dean, Faculty Affairs shall be held by a qualified faculty member, appointed for a five-year term, renewable for a second term of up to five years. 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.

Most recent approvals:	FHS Faculty Executive Committee: September 2022; Senate Committee on Appointments: October 2022; Senate: November 2022; Board of Governors: December 2022.
General Policy Inquiries:	FHS Secretariat (fhsec@mcmaster.ca)
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