

Complete Policy Title:
**Dean and Vice-President of Health Sciences
Terms of Reference**

Approved by:
**Senate
Board of Governors**

Date of Original Approval(s):
April 9, 1997

Policy Number (if applicable):

Date of Most Recent Approval:
**December 9, 2015
December 10, 2015**

Supersedes/Amends Policy dated:
April 12, 2006

Responsible Executive :
President

Enquiries:
[University Secretariat](#)

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The Dean and Vice-President (Health Sciences), McMaster University, will be appointed by the Board of Governors, on recommendation of the Senate, following the advice of a selection committee appointed by the Senate and chaired by the President. The position of Dean and Vice-President will be held by a qualified faculty member, appointed for a renewable five-year term.

POSITION DESCRIPTION

The Dean and Vice-President (DVP) is a member of the President's Executive group. As an executive officer of the University the DVP collaborates with the Provost and Vice-President (Academic), Vice-President (Research), Vice-President (Administration), and the Vice-President (University Advancement) to support the President in strategic decision-making, and setting the strategic direction and priorities of the University.

The Dean and Vice-President (DVP) is responsible for the operation and management of the Faculty of Health Sciences, for the provision of academic leadership in the Faculty, for fiscal management, and for relations of the Faculty with agencies and institutions external to the University. The reporting relationships of the DVP reflect the multiple constituencies in the Faculty of Health Sciences and the various sources of funding that support the Faculty's activities.

As the senior officer in the Faculty of Health Sciences, the DVP will serve as an *ex officio* member of committees as required in the University and the Faculty of Health Sciences By-laws. The DVP will chair the following committees:

Faculty of Health Sciences
Faculty Executive Council
Michael G. DeGroote School of Medicine Council
Dean and Associate Deans Committee
Full Associate Deans Committee

Faculty Tenure and Promotion Committee
Faculty of Health Sciences Space Committee
Hospital/University Liaison Committee

Reporting to the Dean and Vice-President will be:

Associate Vice-President (Academic)
Associate Vice-President (Global Health), Health Sciences
Associate Dean (Clinical Services), Health Sciences
Associate Dean (Graduate Studies), Health Sciences
Associate Dean (Health Professional Education), Health Sciences
Associate Dean, Health Sciences (Nursing) and Director, School of Nursing
Associate Dean, Health Sciences (Rehabilitation Science) and Director, School of Rehabilitation Science
Associate Dean (Research), Health Sciences Associate Dean (Undergraduate Education), Health Sciences
The Faculty's Department Chairs/Directors
Joint Hospital/University Research Institutes (co-reporting)

ACCOUNTABILITY

The DVP reports directly to and is accountable to the President for the management and oversight of all aspects of the Faculty of Health Sciences, save for academic matters. In particular the DVP is accountable through the President to the Board of Governors for the fiscal management of Faculty resources within the framework of University policies, as well as for matters including strategic planning, public and government relations activities, and fundraising initiatives.

The DVP is accountable to the Provost for those activities and appointments supported by MTCU funds and for all other academic appointments made under University policies and procedures. The DVP also consults with and reports to the Provost on issues relating to the mission of the Faculty of Health Sciences, particularly those that relate to or influence the academic activities of the University other than the Faculty of Health Sciences.

SPECIFIC ACCOUNTABILITIES

1. Oversees all aspects of the operation of the Faculty.
2. Oversees the strategic planning for the Faculty, ensuring alignment with the University's overall mission and priorities as articulated by the President from time to time.
3. Oversees the academic mission of the Faculty, ensuring the continued development and provision of high-quality programs of study and research, and the establishment and maintenance of appropriate systems in support of this mission.
4. Leads in the formulation of Faculty planning and budgeting processes, oversees the Faculty's financial resources, and ensures the fiscal responsibility of the Faculty's budget.

5. Assesses funding levels and establishes the framework for resource allocation that is consistent with the Faculty's missions of health sciences education, research, and clinical service, and that supports its strategic direction.
6. Builds and fosters relationships with the rest of the University, and with Teaching Hospitals, joint hospitals/research institutes, community health agencies, the Local Health Integration Networks, Mohawk College, and affiliated educational institutions.
7. Oversees the leadership, promotion, and development of health professional education through the Faculty's distributed education network, ensuring alignment with the academic objectives of the Faculty.
8. Represents the University and the Faculty on issues in health sciences education, research, and clinical service, to the Government of Ontario, the Council of Ontario Universities, the Ministry of Health and Long Term Care, the Ministry of Training, Colleges and Universities, Hospital Boards, regulatory agencies for the health professions, accreditation boards for the professional schools, professional associations, and the community.
9. Working in close collaboration with the Vice-President (University Advancement), initiates, strengthens and sustains strong relationships with current and prospective donors and supporters, and seeks additional and innovative sources of funding.
10. Guides the strategic development of new facilities and infrastructure in collaboration with the Vice-President (Administration).
11. Fosters and supports a culture of professional development and growth, and builds leadership capacity to enable strategic succession planning.
12. Oversees all faculty recruitment, key academic decisions, appointments, tenure and promotion recommendations, and recruitment for key academic administrative positions.
13. Establishes salary administration policies for full-time clinical faculty, and implements these through the Department Chairs.
14. Contributes to the public profile of the University by participating in University functions and ceremonial events, and by representing the Faculty and the University to the external community.