

---

**ASSOCIATE DEAN, UNDERGRADUATE MEDICAL EDUCATION**

---

The Associate Dean, Undergraduate Medical Education, is a senior academic leader responsible for the planning, development, implementation and evaluation of the Undergraduate Medical Education (UGME) Program in the Michael G. DeGroot School of Medicine within the Faculty of Health Sciences at McMaster University.

---

**Reporting Relationships:**

The Associate Dean, Undergraduate Medical Education, reports to the Dean, Michael G. DeGroot School of Medicine, and is accountable to the Vice Dean, Education, Faculty of Health Sciences. The Regional Assistant Deans of the Niagara and Waterloo campuses will report to the Associate Dean, Undergraduate Medical Education for all matters related to Undergraduate Medical Education.

**Duties and Responsibilities:**

The Associate Dean, Undergraduate Medical Education, will recommend policies and procedures for the UGME program to the Health Sciences Education Council and will implement policies approved by Faculty Executive Council with respect to the UGME program.

In addition the Associate Dean, Undergraduate Medical Education will:

Administration

1. Maintain standards in the program in accordance with accreditation requirements of the Committee on Accreditation of Canadian Medical Schools and the Liaison Committee on Medical Education, and provide the necessary documentation to ensure accreditation of the program.
2. Recommend the necessary administrative structure and relevant committees required to support the program across the distributed education network.
3. Participate in the establishment of principles for the allocation of resources to ensure effective operation of the program and maintain financial accountability for the program operating budget.
4. Ensure the identification of faculty members for program leadership roles. Recommend and negotiate the recruitment and assignment of faculty to teaching roles in the program.
5. Maintain liaison with appropriate Departments, Programs and Faculties within the University.
6. Chair the relevant medical education committees.
7. Participate as a member of the Health Sciences Education Council.
8. Participate as a member of Faculty, Hospital and University committees relevant to undergraduate medical education.
9. Represent the Undergraduate Medical Education Program to internal and external groups, institutions and agencies. This includes membership on the Undergraduate Education Committee of the Council of Ontario Faculties of Medicine (UE:COFM) and the Undergraduate Medical Education Committee of the Association of Faculties of Medicine of Canada (AFMC).
10. Provide mentorship to students, faculty and staff within the program.

Education

1. Provide ongoing academic leadership for the program, including the development of innovative approaches to education.
2. Manage the development, implementation and on-going refinement of the curriculum.
3. Oversee the development and implementation of appropriate evaluation methods for students, faculty and academic units in the program.

4. Collaborate with the Postgraduate Medical Education Program, Continuing Health Sciences Education Program, other education programs in the Faculty and the Executive Officers of affiliated teaching hospitals and community settings.

Research

1. Facilitate educational research, development and evaluation in the program and in relation to other programs, as appropriate.

**Conditions of Employment:**

The position of Associate Dean, Undergraduate Medical 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.

---

Most recent approvals: Senate Committee on Appointments, Senate & Board of Governors:  
June 2018

Supersedes/Amends: Terms of Reference, Assistant Dean, UGME

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

---