
ASSISTANT DEAN, MCMASTER EDUCATION RESEARCH, INNOVATION AND THEORY (MERIT) PROGRAM

The Assistant Dean is a senior administrative leader responsible for the planning, development, implementation and evaluation of the McMaster Education Research, Innovation and Theory (MERIT) Program in the Faculty of Health Sciences at McMaster University.

Reporting Relationships:

Reporting to the Vice Dean, Education, the Assistant Dean will recommend policies and procedures for the program to the Health Sciences Education Council and will implement policies approved by Faculty Executive with respect to the program.

Duties and Responsibilities:

The Assistant Dean will:

Administration

- Provide mentorship to students, faculty and staff within the program.
- Participate in the establishment of principles for the allocation of resources to ensure the effective operation of the program and maintain financial accountability for the program's operating budget.
- Maintain active liaison with other support programs (e.g. Faculty Development, Learning Resources) and with leaders of education programs and external colleagues. Work with the Departments and the distributed campuses and sites to improve academic input.
- Chair the relevant subcommittees.
- Participate as a member of the Health Sciences Education Council (HSEC)
- Represent MERIT to internal and external groups, institutions, and agencies.

Education

- Provide ongoing academic leadership for the program, including the development of innovative approaches to education and to curriculum evaluation.
- Disseminate information about educational research through production of a newsletter, organization of Education Rounds and/or other communication fora.
- Stimulate liaison with graduate students in FHS and other Faculties to enrich the range of educational research opportunities.
- Mentor and supervise faculty members who wish to pursue educational research.
- Initiate and oversee formal educational activities directed at improving the capacity of the Faculty in educational research. This may include courses and workshops, supervision of graduate students, and invitation of external experts.

Research

- Initiate the continuing development of instruments/measures to assess the achievement of educational objectives within education programs in the Faculty.
- Oversee the research activities of the program to include specifically: aspects of admissions, learning and assessment.

- Maintain an active research program, including grants, publications, etc.
- Facilitate educational research in the various education programs of the Faculty.

Conditions of Employment:

The position of Assistant Dean, MERIT shall be held by a qualified full-time faculty member, appointed for a five-year term, once renewable. The individual will be selected by a Selection Committee for approval by the FHS Faculty Executive Committee.

Most recent approvals: FHS Faculty Executive Committee: February 22, 2023.

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

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