
Assistant Dean, Education, School Of Rehabilitation Science (SRS)

The Assistant Dean, Education is the SRS leader focused on promoting excellence in education within the School. The Assistant Dean, Education works closely with the Vice Dean, Assistant Deans, and Directors in SRS, and other education leaders within the Faculty of Health Sciences (FHS) on matters related to education.

Reporting Relationships:

The Assistant Dean, Education reports to the Vice Dean and Executive Director, School of Rehabilitation Science.

Duties and Responsibilities:

In addition to fulfilling the usual duties of a faculty member in the School of Rehabilitation Science., the Assistant Dean (Education) is expected to:

- Focus on promoting excellence in education within SRS.
- Be the primary point of liaison between the SRS, FHS and the School of Graduate Studies (SGS) for education at the undergraduate and graduate level.
- Act as liaison between the SRS and internal and external partners in relation to educational activities.
- Build upon their existing skills and knowledge related to Equity, Diversity, Inclusion, and Indigenous Reconciliation (EDI-IR), through self-reflection and cultural humility in order to promote the inclusive excellence priorities of the Faculty of Health Sciences and the University.
- Serve as the Department Education Coordinator internally and as the SRS' educational representative to the FHS.
- Oversee part-time faculty appointments in consultation with program leads.
- Mentor and support teaching track faculty and Instructional Assistants in educational activities and permanence and/or promotion.
- Support the common components of the Institutional Quality Assurance Program (IQAP) and accreditation reports; assist with organizing site visits, follow-up reports, and program curriculum mapping.
- Search for and share innovations and efficiencies across programs and promote the development and dissemination of educational resources and research.
- Write the Departmental Teaching Evaluation Report (DTER) for faculty members undergoing academic review, consulting as needed.
- Serve as the primary liaison between SRS and the McMaster Education Research, Innovation and Theory (MERIT) program.
- Participate in advancement activities for the SRS.
- Undertake other tasks as assigned by the Vice-Dean & Executive Director.

Committee Representation:

The Assistant Dean (Education) will be a member of the following committees:

- School Leadership Committee (bi-weekly)
- Tenure and Promotion (T&P) Committee (quarterly)
- Health Sciences Education Committee (HSEC)
- Graduate Programs Curriculum Committee (GPCC)
- Graduate Program Executive Committee (GPEC) on behalf of SRS (monthly)
- Any other committees as assigned by the Vice Dean and Executive Director

Selection & Renewal Process

The individual will be selected by a selection committee, chaired by the Vice Dean and Executive Director, School of Rehabilitation Science and will be appointed for a five-year term, renewable once, for a second term of up to five years, upon completion of a formal review process that is consistent with School and Faculty standards.

Conditions of Appointment:

The Assistant Dean, Education will be a full-time permanent or tenured faculty member, with a primary appointment in the School of Rehabilitation Science and will be a distinguished educator.

This position is 0.4 FTE and includes a role-based stipend and administrative support.

Review Schedule:

This policy is scheduled to be reviewed every 5 years. The next scheduled review will take place in the 2028/29 academic year.

Most recent approvals: SRS Council: September 2023; FHS Faculty Executive: September 8, 2023.

General Policy Inquiries: **School of Rehabilitation Science (vdeansrs@mcmaster.ca)**

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Accessibility: If you require this document in an accessible format, please email fhssec@mcmaster.ca
