
ASSISTANT DEANS OF GRADUATE PROGRAMS IN HEALTH SCIENCES:

Biochemistry, Child Life and Pediatric Psychosocial Care, Health Research Methodology (HRM), Health Science Education, Medical Sciences, Nursing, Rehabilitation Science

Assistant Deans of the Biochemistry, Child Life and Pediatric Psychosocial Care, Health Research Methodology, Health Science Education, Medical Sciences, Nursing, and Rehabilitation Science graduate programs will act on behalf of the Dean and will occupy recognized and important faculty administrative positions with major responsibilities for the effective operation of the Graduate Programs in the Faculty of Health Sciences (FHS). These responsibilities include assuming an active role in promoting the recruitment, education and welfare of graduate students, enhancing the quality of graduate education, and providing a channel of communication between graduate students, graduate faculty, the relevant Department Chair(s) or Vice Dean (Nursing or Rehabilitation Science), the Vice Dean & Associate Dean of Graduate Studies (Health Sciences) and others (i.e., in the case of the Health Science Education Program, the Assistant Dean of the McMaster Faculty of Health Sciences Program in Education Research, Innovation and Theory). This may include discussions of issues regarding Department/School resources, finances and faculty complements as they pertain to the graduate program operations, support of graduate students, committee work and membership, or other tasks deemed important for the excellence of the graduate program.

Specific responsibilities of the Assistant Deans of FHS graduate programs include:

Administration

- Oversight of student recruitment, student enrolment, curriculum and policy changes in the maintenance and development of excellence within the relevant Graduate program and in consultation and assistance of the various committees that support the program. Provision of leadership in curriculum and policy review, program committee structure and membership, and specific activities such as research days, open houses or career information sessions.
- Oversight of the allocation of funding to support students (including TA, stipends and scholarship resources from the School of Graduate Studies or other sources), in consultation with the Vice Dean & Associate Dean of Graduate Studies (Health Sciences) and others, as appropriate.
- Preparation of information as may be required by the Vice Dean & Associate Dean of Graduate Studies (Health Sciences) or the Vice-Provost and Dean of Graduate Studies, in connection with recruitment, scholarship use, quality improvement, and periodic appraisals of graduate programs under the Institutional Quality Assurance Process (IQAP).
- Assumption of other duties as assigned by the Vice Dean & Associate Dean of Graduate Studies (Health Sciences), including assisting with student or supervisor issues and the student appeal process.

- Assumption of other duties (e.g., Departmental/School leadership activities and oversight of the program administration) as may be assigned by the FHS Department Chairs/Vice Deans supporting the program.

Education

- Management of the development, implementation and ongoing refinement of curriculum, including provision of reports and proposals for policy and curriculum changes for submission to the Graduate Policy and Curriculum Committee (GPCC) and other approval bodies such as FHS Faculty Executive and Graduate Council. The Assistant Dean will be a voting member of GPCC.
- Oversight of the implementation of appropriate evaluation methods for students, faculty, and courses in the program.

Research

- Facilitation of educational research, and ongoing development and evaluation in graduate education.

Selection and Terms of Office

The Assistant Dean will recognize a dual responsibility to consult, inform and report to both the Vice Dean & Associate Dean of Graduate Studies (Health Sciences) and the relevant Department Chair/Vice Dean within the Faculty of Health Sciences.

The leading candidate will be selected by an ad-hoc committee struck by the Vice Dean & Associate Dean of Graduate Studies (Health Sciences) and relevant Department Chair or Vice Dean, in consultation with the Dean of Health Sciences, and is subject to approval of FHS Faculty Executive. The initial term is five years, after which the performance and future plans of the Assistant Dean will be reviewed with the Vice Dean & Associate Dean of Graduate Studies (Health Sciences), who will propose that the individual concerned continue for a further five years or be replaced.

Most recent approvals: FHS Faculty Executive: November 22, 2017; Titles updated effective July 1, 2018

General Policy Inquiries: **FHS Graduate Studies** (fhsgrad@mcmaster.ca)

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