## ASSISTANT DEAN, MIDWIFERY EDUCATION PROGRAM

The Assistant Dean is a senior academic leader responsible for the planning, development, implementation and evaluation of the Midwifery Education Program in the Faculty of Health Sciences at McMaster University.

Reporting to the Associate Dean, Education, the Assistant Dean will oversee all aspects of planning, developing, implementing, and evaluating the Midwifery Education Program. In addition, the Assistant Dean will be responsible for implementing policies approved by the Faculty Council with respect to the Midwifery Education Program including those related to the curriculum, evaluation of students, faculty and the program, and admission of students; ensuring that there is a mechanism for reviewing in-course student progress and graduand results; and making recommendations regarding any of the foregoing to Faculty Council through the Health Sciences Education Council.

The Midwifery Education Program operates within a consortium of McMaster, Ryerson and Laurentian Universities. The Assistant Dean serves as Director of the consortium program and, consistent with the contract between the Ministry of Training, Colleges and Universities and the consortium, carries out responsibilities for the consortium as a whole in conjunction with the program directors at the other sites, as well as within McMaster.

**The following responsibilities relate to the combined roles of Assistant Dean and Director:**

Administration

1. Establish policies and procedures for the operation of the program including the administrative structure and relevant committees required to support the program and an appropriate admission process.
2. Establish principles for the allocation of resources to ensure effective operation of the program.
3. Recommend and negotiate the recruitment and assignment of faculty to teaching and administrative roles in the program.
4. Chair and/or participate in program management committees.
5. Organize periodic external reviews and prepare reports for reviewers; respond to external reviews.
6. Represent the Midwifery Education Program and the midwifery consortium to internal and external groups, institutions and clinical agencies.
7. Participate in negotiations with the MTCU and MOHLTC regarding funding agreements and program deliverables.

Education

1. Manage the development, implementation and on-going refinement of the curriculum.
2. Oversee the development and implementation of appropriate evaluation methods for students, faculty and courses in the program
3. Provide ongoing academic leadership for the program, including the development of innovative approaches to collaborative education ventures, and new educational initiatives in response to changes in the midwifery profession.
4. Provide mentorship to faculty within the consortium.

Research

1. Facilitate educational research, development and evaluation in the program and in relation to other programs, as appropriate.
2. Develop program evaluation methods to ensure that the program meets its education objectives.

**The following responsibilities relate to the role of Assistant Dean at McMaster University:**

1. Provide mentorship for local faculty, students and staff within the program
2. Maintain liaison with appropriate departments, programs and Faculties within the University.
3. Participate as a member of the Health Sciences Education Council.

4. Participate as a member of Faculty and university committees relevant to the program.
5. Maintain communication with the Associate Dean (Education) about general issues and those specific to program operation at McMaster.

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Most recent approvals: Approved Health Sciences Education Council and Faculty Executive Committee December 21, 2005.

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

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