
Director, Health Policy PhD Program

The Director of the Health Policy PhD Program will act on behalf of the Faculty Deans, serving as a senior academic leader with responsibility for the effective operation of the Health Policy PhD graduate program. Responsibilities of the Director include assuming an active role in promoting the recruitment, education and welfare of graduate students, enhancing the quality of graduate education, managing program finances and resources, supervising program staff, and providing a channel of communication between graduate students, graduate faculty, the Associate Dean of Graduate Studies (currently Health Sciences), and the relevant Faculty Deans and Department Chairs of participating programs.

The Director will recognize a dual responsibility to work with the Associate Director, and consult with and inform both the relevant Associate Deans of Graduate Studies, and the participating faculty representatives on the advisory board of the program and the Chairs of participating Departments. This may include discussion 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.

Responsibilities of the Director will include:

- Oversight of program promotion, student recruitment, student enrolment, curriculum and policy changes within the graduate program, in consultation with 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.
- Facilitation of educational research, development and evaluation in the program and in relation to other programs, as appropriate. The Director will have the primary responsibility for the oversight of graduate student progress within the Health Policy PhD program.
- Management of the program operating budget, and supervision of program staff, including the Program Administrator, as necessary.
- Oversight of the use of scholarship resources from the School of Graduate Studies or other sources, in the support of students and in consultation with the Associate Deans of Graduate Studies (currently Health Sciences) and participating Faculty Deans, as appropriate.
- Preparation of information as may be required by Faculty Deans of participating programs, the Associate Deans of Graduate Studies (currently Health Sciences), or the Associate Vice-President and Dean of Graduate Studies, in connection with the Periodic Appraisals of Graduate Programs under the Institutional Quality Assurance Process.
- Assist with other duties as assigned by the Associate Deans of Graduate Studies (currently Health Sciences) or other participating Faculty Deans, including provision of assistance with student or supervisor issues and the student appeal process.
- Provision of reports and proposals for policy and curriculum changes regarding the graduate program for approval at the Faculty of Health Sciences' Graduate Policy and Curriculum Council (GPCC) and other approval bodies, as appropriate. The Program Director will be a voting member of the Faculty of Health Sciences' GPCC.

Selection and Terms of Office

The leading candidate will be selected by an ad-hoc committee comprised of representatives from the Health Policy PhD Program's participating Faculties and is subject to the approval of same. The initial term is five years, after which time the appointment will be reviewed and may be renewed for an additional term.

Most recent approval: April 2017

Disclaimer: If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.

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