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**Director, Global Health Graduate Program**

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The Director of the Global Health Graduate Program will act as a senior academic leader with responsibility for the effective operation of the Program. Global Health is an interdisciplinary graduate program with its administrative home in the Faculty of Health Sciences, offered in collaboration with the DeGroote School of Business and the Faculty of Social Science. Responsibilities of the Director include assuming an active role in promoting the recruitment, education, and welfare of the Program's students, enhancing the quality of graduate education, managing program finances and resources, supervising Program staff, and providing a channel of communication among graduate students, graduate faculty, the Deans and the Associate Deans of Graduate Studies for the participating Faculties and the Chairs of the Departments and Areas participating in the program. Reporting jointly to the Chair or Director of the administrative home department of the program in the Faculty of Health Sciences and to the Vice-Dean of Health Sciences and the Associate Dean of Graduate Studies for Health Sciences, the Director informs and consults the Associate Deans of Graduate Studies for the Faculties of Business, Social Sciences, and Health Sciences.

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The Director of the Global Health Graduate Program will work, in collaboration with faculty members participating in the Global Health Program, to complete the following tasks and objectives.

**Administration:**

- Oversight of program activities, with appropriate engagement of all participating faculties in program committees, communications and decisions.
- In collaboration with the Deans of the Faculties, negotiate and manage the required network of international partners to ensure the delivery of curriculum outside McMaster, where appropriate. The Director monitors and ensures the quality of external curriculum, in consultation with the Associate Deans of Graduate Studies. The Director monitors the student experience and academic progress of McMaster students who are engaged in curriculum at international sites.
- Maintain oversight of student recruitment, student enrolment, and curriculum and policy changes, for the maintenance and development of excellence within the Program, and in consultation with and assistance of the various committees that support the Program. The Director, or delegate, is responsible for 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 at McMaster and other institutions.
- Appoint and enable ad hoc committees as needed to advance program initiatives.
- Maintain oversight of the allocation of funding to support students (including Tas, stipends and scholarship resources from the School of Graduate Studies or other sources) in consultation with the Associate Deans of Graduate Studies, and others, particularly participating department and area chairs, as appropriate.
- Oversight of program activities and the information required for appropriate and transparent distribution of the program's revenues within McMaster University, in accordance with the agreements made between the participating faculties and those with international partners.
- Preparation of information as may be required by the Associate Deans of Graduate Studies and the Vice-Provost and Dean of Graduate Studies related to recruitment, scholarship use, quality improvement, and periodic appraisals of the Program.
- Provide regular program updates to the Deans and Associate Deans of Graduate Studies, and others, particularly participating department and area chairs, as appropriate, regarding contributions of faculty as supervisors and instructors in the program.
- Assume other duties assigned by the Deans and Associate Deans of Graduate Studies, such as assisting with student or supervisor issues and the student appeal process.

**Education:**

- Manage the development, implementation and ongoing refinement of curriculum, including provision of reports and proposals for policy and curriculum changes for submission to Graduate Policy and Curriculum

Committees and other approval bodies, as appropriate. Provide ongoing academic leadership for the program, including the development of innovative approaches to graduate education, and oversight of the development and implementation of appropriate evaluation methods for students, faculty, and courses in the Program.

**Research:**

- Facilitate educational research, development and evaluation in the program and in relation to other programs, as appropriate.

**Selection and Terms of Office:**

The Director will be selected by an ad-hoc committee chaired by the Associate Deans of Graduate Studies for the participating Faculties, and will include Program faculty and students. The appointment is subject to approval by governing councils of the participating faculties, and is reported to Senate for information. The term of appointment will be for a period of five years, with renewal subject to a favourable review.

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Most recent approvals: FHS Faculty Executive, April 27, 2022

General Policy Inquiries: **FHS Secretariat** ([fhsec@mcmaster.ca](mailto:fhsec@mcmaster.ca))

Specific Policy Inquiries: **Please contact Graduate Studies**

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

Accessibility: If you require this document in an accessible format, please email [fhsec@mcmaster.ca](mailto:fhsec@mcmaster.ca)