
FHS ACADEMIC ADMINISTRATORS COMMITTEE (FHSAAC)

The Faculty of Health Sciences (FHS) Academic Administrators Committee (FHSAAC) is a forum for collegial exchange of information and ideas on important initiatives that are relevant to FHS Administrators.

The FHSAAC will:

- Foster a sense of community amongst FHS Academic Administrators (FHS AA).
- Provide a venue for discussion on strategic initiatives within the University and in the broader University community as they pertain to the FHS, creating working groups and communities of practice.
- Discuss key management and University matters and engage in collaborative discussions with relevant stakeholders of the University community, as they pertain to the FHS.

Membership

Committee members include the Directors of the Faculty's Schools and Departments, the AVP/CAO (and Director reports as identified by the AVP/CAO), COO Clinical Services (and Director reports as identified by the COO), operational leaders from Animal Services/CAF, Communications, Development, Education Services, Faculty Secretariat, Health Sciences Library, and Research Services.

Other administrators may be invited, or may request, to attend meetings to present information as required.

Committee Chair

The Chair of the committee will rotate annually, or if the incumbent opts to renew for a second year, following the schedule below. The Chair's term begins on July 1st.

The Chair is responsible for:

- Connecting with the FHSAAC members to discuss relevant topics for the monthly meetings,
- Creating and distributing the agenda packages for each meeting
- Ensuring the discussions and presentations are valuable to the group.

Rotation of the Chair will be as follows:

1. Anesthesia
2. Animal Services/CAF
3. Biochemistry
4. Communications
5. CSU
6. Development
7. Education Services
8. Family Medicine
9. Finance (FHS)

- | | |
|--|--------------------------------------|
| 10. Global Nexus School for Pandemic Prevention and Response | 19. Oncology |
| 11. HEI | 20. Pathology |
| 12. Human Resources (FHS) | 21. Pediatrics |
| 13. Indigenous Health Learning Lodge | 22. Psychiatry |
| 14. Library (Health Sciences) | 23. Radiology |
| 15. Medicine | 24. Research Services (FHS) |
| 16. Michael G. DeGroot Initiative for Innovation in Healthcare | 25. Safety |
| 17. School of Nursing | 26. School of Rehabilitation Science |
| 18. Obstetrics and Gynecology | 27. Secretariat, FHS |
| | 28. Surgery |

Roles and Responsibilities of Committee Members

- Attend and actively participate in the monthly meetings.
- Actively participate in working groups as required.
- Support and uphold the principles of collegiality, be open to new ideas and engage in thoughtful and respectful discussion.
- Participate in identifying agenda topics.
- Collect and share information of interest to and from the FHS AA community.

Meetings

The FHS AAC will meet monthly, from September through June.

Standing Committees/Working Groups

From time-to-time subcommittees or working groups (which may be ad hoc or ongoing) will be established to review specific matters of importance.

Generally, these sub-committees may consist of FHS Academic Administrator committee members as well as other interested individuals and subject matter experts (SMEs) from the University. Sub-committees will have a clearly defined purpose and will be expected to operate within these parameters and will report back to the FHS AAC on a semi-annual basis or more frequently, as required.

Ongoing Committees of the FHS AAC:

1. FHS AAC Professional Development Committee

The purpose of this group is to create a professional development and networking event for the Academic Administrators group in the spring or summer of each year. The group will work together to decide on the professional development theme (speaker or workshop),

pick a location and date and act as the host for the day. A short commitment of 6 months, January – June/July.

2. Clinical Directors Committee

The Directors of Administration of the Clinical Departments of the DeGroot School of Medicine have created a monthly community of practice. Issues and matters pertaining to the clinical departments are discussed in this forum i.e., practice plans, alternative funding plans, standard operational practice etc. Matters which impact the larger FHS community are brought back to the FHSAAC Chair for discussion at the FHSAAC.

Review Schedule:

This policy is scheduled to be reviewed every 2 years. Input will be requested from all current members. The next scheduled review will take place in 2025.

Developed: Summer 2023

Most recent approvals:

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

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 fhssec@mcmaster.ca