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**Department of Pathology & Molecular Medicine - Associate Chair, Education/Department Education Coordinator**

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Members of the Department of Pathology and Molecular Medicine contribute to many education programs within the Faculty of Health Sciences. Our most significant contributions include the following programs:

- BHSc Program
- MD Program
- Medical Sciences Graduate Program
- Postgraduate Programs in Anatomical Pathology, General Pathology, Medical Microbiology, Medical Biochemistry and Transfusion Medicine
- Fellowship Programs in Clinical Biochemistry, Clinical Genetics, Medical Biochemistry, Medical Microbiology, Coagulation
- Anatomy Education Program

The Department is committed to ensuring that faculty members continue to contribute to these and other education programs in the Faculty and the university.

The *Associate Chair, Education/Department Education Coordinator* is the delegate of the Chair of Pathology and Molecular Medicine in leading, coordinating, and monitoring the Department's academic educational deliverables. The *Associate Chair, Education/Department Education Coordinator* is directly accountable to the Chair and relates to the Health Sciences Education Council through the Chair of the DEC committee.

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**Qualifications:**

- A full time faculty member of the Department of Pathology and Molecular Medicine.
- Demonstrated commitment to education.

**Responsibilities:**

The *Associate Chair, Education/Department Education Coordinator* will:

- Foster an environment that values and supports education.
- Support the development of new educational programs in the Department.
- Participate in the recruitment of new faculty members and provide feedback to the Chair and selection committees as required.
- Participate in the orientation of new faculty members to the Department and ensure they are included in appropriate faculty orientation programs.
- Evaluate individual faculty educational contributions yearly and provide recommendations to the Chair for annual faculty reviews (may participate in the annual career review discussions with faculty members)
- Provide specific recommendations for promotion and tenure of members of the department in the required format of the Promotion and Tenure process (including the completion of the Departmental Teaching Evaluation Report)
- Develop an 'educational prescription' with each faculty member and advise them in the fulfillment of their educational activities and responsibilities.
- Advise faculty on the preparation of their Teaching Portfolio (formerly education dossier) with particular reference to appointment, promotion, and tenure.
- Mentor and support faculty development in educational activities and, where appropriate, organize or participate in such events.
- Oversee and assist in the coordination of departmental educational activities as needed in order to promote educational scholarship (may include the development and promotion of a teaching awards program within the Department to recognize exceptional contributions to education)
- Liaise with faculty located at satellite campuses to support them in their educational roles.

- Have a good understanding of the major education programs to which our department members contribute.
- Support the program directors of the training programs and advocate on their behalf.
- Encourage the creation of new fellowship programs.
- Liaise with leaders of the major educational programs (regarding contributions by our members and specific gaps or need for specific contributions) to ensure appropriate participation of department members in the educational programs of the Faculty and the University.
- Liaise with the Associate Dean, Education and other department and Faculty education leaders in supporting faculty and program development.
- Facilitate the completion, collection, and analysis of data pertaining to student evaluation of faculty teaching.
- Prepare an annual report for presentation to the Chair or at a department meeting.
- Chair the Department Education Committee.

**Committee Membership:**

The *Associate Chair, Education/Department Education Coordinator* will participate as a member of the following departmental committees, representing education in particular:

- Departmental Executive Committees
- Department Tenure and Promotion Committee
- Department Education Committee
- Various recruitment and selection committees as needed
- Various fellowship selection committees as required
- May act as the chair's delegate to other meetings/committees as relevant to the function of this role

The *Associate Chair, Education/Department Education Coordinator* will participate as a member of the Faculty of Health Sciences Department Education Coordinators Committee.

**Selection Process and Term:**

The position ToR and application requirements will be circulated to all eligible faculty. A selection committee, chaired by the Department Chair will review the applications and interview candidates.

The term of the appointment will be five (5) years. This appointment is renewable. The ACE activities will be reflected in their Mutually Agreed Upon Responsibilities (R4) Form for the duration of their term.

**Stipend:**

An appropriate stipend will be provided annually upon the completion of each year of the term. This stipend is not eligible for benefit purposes.

**Administrative Support:**

Appropriate administrative support will be provided.

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Most recent approvals: FHS Faculty Executive Committee, August 24, 2023; PM&M Department Executive Committee, June 2023

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

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