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**Department of Pathology and Molecular Medicine - Associate Chair, Clinical**

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The Department of Pathology and Molecular Medicine (**PMM**) has a close relationship with the Hamilton Regional Laboratory Medicine Program (HRLMP), its Administrative leadership and the clinical faculty who work within the framework of the two hospital systems, Hamilton Health Sciences (HHS) and St. Joseph's Healthcare (SJH). Working closely with our hospital partners and leadership, the Associate Chair, Clinical (ACC) will continue to ensure that the goals and mission of the Department are met in terms of the clinical environment for faculty and learners, with a special emphasis on research and clinical scholarship.

The *Associate Chair, Clinical (ACC)* is the delegate of the Chair of PMM in leading, coordinating, and monitoring the Department's clinical scholarly activities. The ACC will work with the Department Chair and the Associate Chairs of Education and Research to foster an environment supportive of clinical scholarly activity across the Department. The ACC is directly accountable to the Chair and relates to the HRLMP through the Discipline Directors and the Chief of Laboratory Medicine.

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**Qualifications:**

- A full-time faculty member of the Department of Pathology and Molecular Medicine at the rank of Associate or Full Professor.
- Demonstrated reputation and commitment to clinical scholarly activity.

**Responsibilities:**

The *Associate Chair, Clinical* will:

- Provide leadership with respect to clinical scholarship within the department.
- Be responsible for fostering an environment that values and supports the academic mission and initiatives of the Department.
- Identify potential resources, skill development, and collaboration opportunities for clinical faculty in order to enhance clinical scholarship, including collaborators within and outside of the Department in coordination with the Associate Chair, Research.
- Participate in clinical faculty resource planning to optimize recruitment and retention in support of the academic mission.
- Provide input and recommendations related to clinical faculty career reviews and reappointments, and tenure and promotion of the Department's faculty members.
- Work closely with the Chair, the Chief of Laboratory Medicine/ Clinical Discipline Directors, and the Director of the HRLMP to ensure an excellent clinical academic environment for faculty and learners.
- meet with and ensure that new members of the PMM receive orientation to both the Department and the Faculty.
- Meet regularly (at least once/year) with new and junior clinical faculty to review their clinical scholarly activity and to provide guidance and mentorship.
- Prepare an annual report for presentation to the Chair or at a department meeting
- Keep abreast of national/international programs, and funding opportunities that relate to Departmental activities.

**Committee Membership:**

The *Associate Chair, Clinical* will participate as a member of the following departmental committees, representing clinical services in particular:

- PMM Executive Committee
- PMM Tenure and Promotion Committee

- Various recruitment and selection committees as needed
- May act as the Chair's delegate to other meetings/committees as relevant to the function of this role, including ones external to the Department, Faculty, or University

**Term:**

The term of the appointment will be three (3) years. This appointment is renewable at the discretion of the Chair. The ACC activities will be reflected in their Mutually Agreed Upon Responsibilities (R4) Form for the duration of their term.

**Stipend:**

An appropriate stipend, negotiated with the Chair, 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, December 19, 2018; PM&M Department Executive Committee, November 2, 2018.

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

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