
Associate Chair, Research, Department of Family Medicine

The Associate Chair, Research (ACR) is a leadership position within the Department of Family Medicine (DFM) that is primarily responsible for encouraging, facilitating, leading and coordinating research activities at all levels and across all teaching sites affiliated with the department.

Duties and Responsibilities:

The ACR will:

- Provide leadership with respect to research priorities and opportunities.
- Provide mentorship and guidance to new faculty in the establishment of their research programs and/or careers
- Foster opportunities for research experiences in primary care in a variety of disciplines by all levels of learners including undergraduate students, graduate students, residents and fellows/post-doctoral trainees and their inclusion in departmental research events
- Participate in clinical and non-clinical faculty resource planning to optimize recruitment and retention related to research and other scholarly activities
- Provide input and recommendations related to career reviews, reappointments, and tenure and promotion of the faculty members of DFM
- Organize and facilitate (or delegate) responsibility for internal review of other grants submitted by DFM faculty as deemed appropriate
- Advise the Chair and Executive Committee on the status of the Department's research deliverables.
- Collaborate with the Vice Dean, Research (FHS) and research leaders from other departments and research institutes, to improve research productivity and success within the Faculty at large
- Represent the Department in national programs and initiatives designed to build primary care research in Canada
- Keep abreast of national/international programs, research meetings and research funding opportunities in primary care research and inform the departmental research community.

Reporting:

The Associate Chair, Research reports to the Chair, Department of Family Medicine.

The ACR will, on an annual basis, meet with the Chair and agree upon specific measurable research goals and objectives.

Committee Membership

The ACR will be a member of the following departmental committees:

- Department Executive Committee
- Tenure and Promotion
- Finance Committee (or assign delegate)
- Selection Committees for faculty positions (when appropriate)

The ACR may be called to chair meetings and/or to act as the Chair's delegate, to other meetings/committees including ones external to the university, as appropriate.

Time Commitment & Support

This role is a 25% time commitment. A stipend and administrative support will be provided during the term of this position.

Selection Process and Conditions of Employment

A selection committee, chaired by the Department Chair, will be constituted to review applications and interview candidates. The Terms of Reference and application process will be circulated to all eligible faculty.

The position of ACR, shall be held by a full-time faculty member in the Department of Family Medicine, appointed for a five (5) year term, once renewable.

Approval Dates:

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

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

Specific Policy Inquiries: **Please contact the Department of Family Medicine**

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