
Department of Pathology & Molecular Medicine - Associate Chair, Research

The Associate Chair, Research (ACR) is the delegate of the Chair of PMM in leading, coordinating, and monitoring the Department's research deliverables. The ACR will work with the Department Chair and the other Associate Chairs to foster an environment supportive of research activity at all levels across the Department. The ACR is directly accountable to the Chair and will consult and collaborate with the Chair and agree on specific measurable research goals and objectives of the faculty.

Qualifications:

- A full-time faculty member of the Department of Pathology and Molecular Medicine at the rank of Associate or Full Professor.
- Demonstrated excellence in research with an independent research program.

Responsibilities:

The *Associate Chair, Research* will:

- Provide leadership with respect to research priorities, initiatives, and opportunities.
- Foster opportunities for research experiences 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.
- Identify potential resources, skill development, and collaboration opportunities for faculty, including clinical collaborators within and outside of the Department in coordination with the Associate Chair, Clinical Services.
- 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 Department's faculty members.
- Meet regularly (at least once/year) with new and junior research faculty to review their research programs and to provide guidance and mentorship.
- Attend the Laboratory Medicine Resident Research Day or send a delegate
- Organize and facilitate (or delegate) responsibility for the internal review of grants submitted by the Department's faculty as appropriate.
- Advise the Chair and Executive Committee on the status of the Department's research deliverables.
- Assist and advise the Chair in the Department's recruitment process and in the evaluation of new Faculty as it relates to research.
- Work with the Vice Dean, Research and research leaders from other departments and research institutes, to improve research productivity and success within the Faculty at large.
- Facilitate the completion, collection, and analysis of data pertaining to faculty research activities.
- Prepare an annual report for presentation to the Chair or at a department meeting.
- Keep abreast of national/international programs, research meetings, and research funding opportunities that relate to Departmental research activities.
- Work with Vice Dean, Research to develop endowed chairs or CRCs for the department.
- Facilitate targeted fundraising for the department.
- Facilitate the involvement of Pathologists as Co-PI's in clinical trials.

Committee Membership:

The Associate Chair, Research will participate as a member of the following departmental committees, representing research in particular:

- PMM Executive Committee
- PMM Tenure and Promotion Committee

- PMM/HRLMP Joint research Committee
- Recruitment and selection committees as appropriate

The incumbent may serve as the Chair's delegate to other meetings and/or committees as appropriate, including ones external to the Department, Faculty, or University

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. This committee will advise the Chair, however, the ultimate discussion will be made by the chair.

The term of the appointment will be three (3) years. This appointment is renewable at the discretion of the Chair. The ACR's 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.

Most recent approvals: FHS Faculty Executive Committee, October 25, 2023; PM&M Department Executive Committee, June 2023

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

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