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**Director, MD/PhD Program**

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The Director of the MD/PhD program will lead this innovative, coordinated program of advanced study, ensuring that those students jointly pursuing MD and graduate training at McMaster University receive the optimal research environment and experiences that will prepare them for a future career as a clinician scientist. As the leader of this training program, the MD/PhD Director will be responsible for all aspects of the Program and will maintain and expand the reputation, quality, and innovation of this clinician scientist training pathway.

The appointee will work collaboratively with the leaders of the Undergraduate MD Program and the leaders of the participating graduate programs at McMaster University to promote the recruitment, education, and welfare of MD/PhD students; enhance the quality of their coordinated MD and PhD training; and provide a channel of communication between MD/PhD students, MD and Graduate Programs, MD and Graduate Program faculty, and the Department Chairs that support the participating programs. This role may include potential partnerships with additional graduate programs going forward. This collaboration ensures that the highest quality students are admitted to the MD/PhD program and that these students have optimal supports and experiences for their combined PhD and MD studies.

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**Reporting Relationships:**

The MD/PhD Director reports to both the Vice Dean, FHS & Associate Dean, Graduate Studies (Health Sciences) and the Vice Dean, Education for Health Sciences and will recognize that their role involves close collaborations with the Associate Dean, Undergraduate Medical Education (UGME) program and the Assistant Deans and Directors of the supporting graduate programs. The Director consults and informs the MD/PhD Advisory Board for the program. These collaborations will ensure that the MD/PhD Program has the resources, finances and faculty complements for the program's operations, committee work and membership, or other tasks considered important for support of this combined program.

**Duties and Responsibilities:**

- Collaborating with Assistant Deans/Directors and other faculty leaders that are involved in clinician scientist training at McMaster University to develop programming that optimizes MD/PhD student preparation for an academic career.
- Oversight of MD/PhD program policy and shepherding the review and approval of policy changes in collaboration with program leaders in UGME and the participating graduate programs, through appropriate governing bodies, including the Graduate Policy and Curriculum Council (GPCC), Health Sciences Education Council, FHS Faculty Executive, Undergraduate Council and Graduate Council.
- Advancing the Faculty's priorities related to Indigenous Reconciliation and Equity, Diversity, and Inclusion as applicable to the program and developing one's own leadership knowledge and skills in alignment with these priorities.
- Coordinating and optimizing the MD/PhD admissions process in collaboration with the MD and graduate programs. The MD/PhD Director will sit on the MD Admissions Committee. They will liaise with the MD program admissions, and Assistant Deans/Directors of the graduate programs, to facilitate the admissions process and to seek successful recruitment of the highest quality students to the combined program.
- Ensuring that the participating graduate programs, the potential supervisors of MD/PhD students, and supervisory committee members, are aware of the unique aspects of the MD/PhD program.
- Liaising with the program's faculty and students, and with the Director, Student Advising in the MD program, to facilitate the matching of MD/PhD students with suitable MD program Advisors.
- Working closely with the Associate Dean, UGME and the Assistant Deans/Directors of graduate programs to support and advise individual learners within the MD/PhD Program to navigate transitions between MD and PhD training, support learners with issues particular to the MD/PhD Program, and to support learner success throughout the program, including timely completion of the MD/PhD degree.

- Advocating for stable, competitive funding for MD/PhD students locally, and at a national level.
- Collaborating with leads of other MD/PhD degree programs in Ontario and Canada to address joint priorities and to coordinate programming where appropriate.
- Chairing regular meetings (minimum twice yearly) of the MD/PhD Program Committee. This committee will review proposed changes to the MD/PhD program and will consider various issues raised by existing MD/PhD students and committee members.
- Facilitating educational research, development and evaluation in the MD/PhD program, and in relation to other programs, as appropriate.
- Participating in institutional program quality reviews and accreditation processes; and working directly with Vice-Deans and relevant program leads to address program quality and accreditation deficiencies.

The Director will sit on the FHS Graduate Programs Executive Committee and on the Undergraduate Medical Education (UGME) Program Research Committee which is chaired by the Director, Research and Scholarship, UGME Program.

**Selection and Renewal Process:**

The successful candidate will be appointed by Faculty of Health Sciences Executive Council following a review and recommendation by a selection committee co-chaired by the Vice-Dean, FHS and Associate Dean of Graduate Studies (Health Sciences) and the Vice-Dean, Education (Health Sciences).

**Conditions of Appointment:**

The position of Director, MD/PhD program shall be held by a full-time faculty member with graduate faculty status, appointed for a five-year term, renewable for a second term of up to five years subject to a favourable review.

This position is a 0.1 FTE role (average expected time commitment is approximately a half-day per week, with short periods of greater activity) and includes a role-based stipend.

**Review Schedule:**

This policy is scheduled to be reviewed every 5 years. The next scheduled review will take place in the 2027/28 academic year.

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Most recent approval: FHS Faculty Executive Committee: December 20, 2023

Supersedes: ToR dated November 22, 2017

Specific Policy Inquiries: FHS Graduate Studies ([fhsgrad@mcmaster.ca](mailto:fhsgrad@mcmaster.ca))

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