
Director, Graduate Diploma in Community and Public Health Program

The GDCPH Program Director will act on behalf of the Department Chair, Health Research Method, Evidence, and Impact, serving as a senior academic leader in the department with responsibility for the effective operation of the Graduate Diploma in Community and Public Health Program. The GDCPH Program Director will take a leadership role in promoting the recruitment, education, and welfare of GDCPH graduate students, enhancing the quality of GDCPH graduate education, and providing a channel of communication between GDCPH graduate students, graduate faculty, and the Vice-Dean/Associate Dean of Graduate Studies (Health Sciences).

Reporting Relationships:

The GDCPH Program Director reports jointly to the Vice-Dean, FHS and Associate Dean of Graduate Studies (Health Sciences), and the Chair, Department of Health Research Methods, Evidence and Impact (HEI).

Duties and Responsibilities:

- Oversight of program promotion, of student recruitment, student enrolment, student advice, curriculum, and policy changes within the GDCPH program, with the assistance of and in consultation with the various committees that support it.
- With support from the Chair, Associate Chair Education, MPH Director, and the HEI Educational Council, secure commitments from faculty members to coordinate core and elective GDCPH courses, to lecture and tutor in them, serve on committees, serve as advisors, mark course assignments, to supervise capstone papers, practicums, and research theses and gain access for GDCPH students to non-GDCPH core and elective courses.
- Oversight of GDCPH program administration, with the assistance of the relevant HEI's administration leads, including the recruitment and supervision of the program assistant(s), classroom and office space, and program budget.
- Leadership in best practices in GDCPH graduate education, curriculum and policy review, program committee structure and membership, and specific activities such as educational scholarship grants, research days, open houses, or career information sessions.
- Leadership in the development of distance options for the GDCPH program.
- Facilitation of public health research opportunities, particularly in the three areas of focus in the GDCPH program with primary responsibility for the oversight of graduate student research projects, including research theses and capstone papers.
- Collaboration with other leaders of educational programs in the Department and as appropriate within the Faculty and across campus.
- 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.
- Ensuring optimal community engagement principles for the practicum placements (including affiliation agreements, supervisors, orientation, and stipends) to meet the needs of all practicum-based GDCPH students as well as the sites.
- Oversight of the use of scholarship resources from the School of Graduate Studies or other sources, in the support of MPH students and in consultation with the Associate Dean of Graduate Studies (Health Sciences) and the Department Chair.
- Preparation of information as required by the Vice-Dean, FHS and Associate Dean of Graduate Studies (Health Sciences) or the Vice Provost and Dean of Graduate Studies in connection with the periodic appraisal of graduate programs under the Institutional Quality Assurance Process (IQAP).

- Provision of reports and proposals for policy and curriculum changes regarding the graduate program for approval at the FHS Graduate Policy and Curriculum Council (GPCC) and other approval bodies including Faculty of Health Sciences Executive Council (Faculty Executive) and Graduate Council. The Program Director will be a voting member of GPCC.
- Other duties as assigned by the Department Chair, including assistance with student or supervisor issues and the student appeal process.
- The Director is a member of the HEI Educational Council.

Selection and Renewal Process:

The successful candidate will be appointed by Faculty Executive 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 Chair, Department of Health Research Methods, Evidence and Impact (HEI).

Conditions of Appointment:

The position of Director, Graduate Diploma in Community and Public Health Program shall be held by a full-time faculty member, appointed for a five-year term, renewable for a second term of up to five years subject to a favourable review.

This position 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.

Most recent approvals: FHS Faculty Executive: December 20, 2023

Supersedes/Amends: n/a

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

General Policy Inquiries: FHS Secretariat (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