**Associate (or Vice) Dean, TITLE**

**(Note: required text is BLACK, placeholder text is highlighted recommended in GREEN, explanatory text in BLUE)**

Overview text – Include a short paragraph about the position

**Reporting Relationships:**

Clear explanation of reporting structure.

Vice Deans report to the Dean and Vice President, Associate Deans may have dual reporting relationships with the Dean and another senior leader.

**Duties and Responsibilities:**

This is a bulleted list that outlines the major responsibilities.

Often subheadings are needed here to separate out the various aspects of the role.

Every role has duties and responsibilities related to EDI-IR. The points below are recommended text that represents the minimum requirements, recognizing that these may be adjusted to fit the specific role. For further suggestions, we recommend reviewing previously approved terms of reference.

* Build upon their existing skills and knowledge related to Equity, Diversity, Inclusion, and Indigenous Reconciliation (EDI-IR), through self-reflection and cultural humility to promote the inclusive excellence priorities of the Faculty of Health Sciences and the University.
* Demonstrate a commitment to the strategic priorities of the Faculty and University to equity and inclusion and Indigenous reconciliation by ensuring that it is embedded throughout all processes and operations of the (Faculty/Department School/Area) through proactive collaboration with the Associate Dean, Indigenous Health and Associate Dean, Equity and Inclusion.

**Selection & Renewal Process**

The individual will be selected by a Senate Ad Hoc Selection Committee for nomination through the Senate Committee on Appointments to the Senate and the Board of Governors, as required by the McMaster University Act, 1976 and the Senate By-laws. The selection committee membership will include: *Information on the selection committee makeup is added here (i.e. whether there are elected members, a requirement for a staff and/or student member, etc).*

As part of the renewal process, the incumbent will submit a review of their accomplishments in the role over their first term.

Once the committee has made its decision, the appointment request is sent to the Senate Committee on Appointments, Senate, and Board of Governors for approval.

The individual will undergo a 360 evaluation (or equivalent) during their first term and are encouraged to discuss the findings with the person they report to.

**Conditions of Appointment:**

The position of ROLE TITLE shall be held by a qualified full-time faculty member, appointed for a five-year term, renewable for a second term of up to five years.

This position is a 0.x FTE role and includes a role-based stipend.

**Review Schedule:**

These Terms of Reference are scheduled to be reviewed every 5 years. The next scheduled review will take place in the 20xx/xx academic year.

Most recent approvals: FHS Faculty Executive Committee; Senate Committee on Appointments (for roles that are at the level of Associate Dean and above); Senate; Board **(include dates);**

Supersedes/Amends: (Provide details if applicable)

Specific Policy Inquiries: Use a generic email address – do not link to a specific person

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)