

### **Associate Chair, Research, Department of Pediatrics**

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The Associate Chair, Research (ACR) is a leadership position within the executive team of the Department of Pediatrics, Faculty of Health Sciences, McMaster University. The ACR is responsible for promoting excellence in research and scholarly activity and will oversee and guide all research activities within the Department of Pediatrics. The ACR is directly accountable to the Chair of Pediatrics as it relates to the research activities of the Department. This position will collaborate with the Department's core executive team (Deputy Chief; Associate Chair, Education; Associate Chair, Academic; and Director of Administration) on the areas detailed below.

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#### **Qualifications**

The ACR must meet the following criteria:

- Will have reached the minimum rank of Associate Professor in the Department of Pediatrics
- Demonstrated track record in research and administration
- Leadership and/or mentorship experience would be an asset

#### **Key Responsibilities**

The ACR will:

- a) Guide the strategic direction/vision for research within the Department of Pediatrics
- b) Have an overall knowledge of the research activities and roles of all faculty members within the Department.
- c) Provide mentorship and guidance to new and current faculty in meeting their research goals.
- d) Promote/foster interest in research and skill development among learners within the Department.
- e) Work to promote an environment that facilitates knowledge translation.
- f) Advocate and promote research across associated hospital settings while also promoting research collaborations between other Departments across the Faculty of Health Sciences.

## **Additional Duties**

The ACR will:

- a) Work with the Faculty Vice-Dean of Research, and research leaders from other departments to improve research productivity and success within the Faculty at large.
- b) Participate in the recruitment of new faculty members
- c) Oversee the quality of grant submissions and ensure appropriate internal reviews are in place.
- d) Act as the delegate to the Department Chair for all HiREB applications and HRS checklists
- e) Oversee the work of all leads of research programs including the Clinician Investigator Program (*with the Associate Chair, Education*)
- f) Represent the Department and Faculty in National programs and initiatives designed to build child health research in Canada.
- g) Keep abreast of national/international programs, research meetings and research funding opportunities in child health research and inform the departmental research community.

## **Committee Membership**

The Associate Chair, Research will:

- (a) Chair the Departmental Research Advisory Committee (RAC)
- (b) Sit on the following departmental committees:
  - a. Financial Management Executive Committee (FMC)(ex-officio)
  - b. Tenure and Promotion Committee
  - c. Core Executive Committee
  - d. Division Leaders
  - e. Education Advisory Committee (EAC)
  - f. Department-wide Search & Selection Committees
- (c) Sit on the Faculty of Health Sciences Research Council
- (d) Represent the Department on research committees across associated hospitals
- (e) Act as Chair's delegate to other meetings/committees as required

## Term

- The term of the appointment will be three (3) years, renewable once with annual review.
- A stipend will be provided (1 academic day/week)
- Executive administrative support will be available for this position
- Research services support will be provided from the department research team

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Most recent approvals:	Department – December 2019, FHS Executive – June 2020.
General Policy Inquiries:	FHS Secretariat ( <a href="mailto:fssec@mcmaster.ca">fssec@mcmaster.ca</a> )
Specific Policy Inquiries:	Department of Pediatrics, Chair's Office
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