

## Terms of Reference

### **Assistant Dean, Bachelor of Health Sciences, Physician Assistant Program**

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The Assistant Dean is a senior academic leader responsible for the planning, development, implementation, and evaluation of the Bachelor of Health Sciences Physician Assistant Program in the Faculty of Health Sciences at McMaster University.

#### **Reporting Relationships:**

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Reporting to the Vice Dean, Education, the Assistant Dean will recommend policies and procedures for the program to the Health Sciences Education Council and will implement policies approved by Faculty Executive with respect to the program. The term of appointment will be for a period of five years, renewal subject to a favorable review

#### **Duties and Responsibilities:**

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The Assistant Dean will:

##### Administration

1. Establish policies and procedures for the operation of the program and recommend the administrative structure and relevant committees required to support the program.
2. Participate in the establishment of principles for the allocation of resources to ensure effective operation of the program and maintain financial accountability for the program operating budget.
3. Recommend and negotiate the recruitment and assignment of faculty to teaching and administrative roles in the program.
4. Maintain liaison with appropriate Departments, Schools, Programs and Faculties within the University.
5. Chair the relevant Bachelor of Health Sciences Physician Assistant Program education committees.
6. Participate as a member of the Health Sciences Education Council.
7. Participate as a member of Faculty and University committees relevant to the program.
8. Represent the Bachelor of Health Sciences Physician Assistant Program to internal and external groups, institutions, and agencies.
9. Provide mentorship to students, faculty, and staff within the program.

##### Education

1. Provide ongoing academic leadership for the program, including the development of innovative approaches to education and novel collaborative ventures.

2. Manage the development, implementation, and on-going refinement of the curriculum.
3. Oversee the development and implementation of appropriate evaluation methods for students, faculty and courses in the program.

#### Research

1. Facilitate educational research, development, and evaluation in the program and in relation to other programs, as appropriate.

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Most recent approvals: September 24, 2008 HSEC & FHS Faculty Executive Council

July 1, 2018, Titles updated.

Specific Policy Inquiries: Contact Education Services

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

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