

Terms of Reference

Director, Psychotherapy and Clinical Behavioural Science Graduate Programs

The Director of the Psychotherapy and Clinical Behavioural Science graduate programs will serve as a senior academic leader with responsibility for the effective operation of the programs on behalf of the Department of Psychiatry and Behavioural Neurosciences. Responsibilities of the Director include assuming an active role in overseeing the recruitment, education, and welfare of the Program's students, promoting the program to external constituencies and stakeholders, enhancing the quality of graduate education, managing Program finances and resources, supervising program staff, and providing a channel of communication among graduate students, graduate faculty, the Chair of the Department of Psychiatry and Behavioural Neurosciences, the Vice-Dean of Graduate Studies (Health Sciences), the Dean and others supporting and engaged in the program, as appropriate.

Reporting jointly to the Chair of Psychiatry and Behavioral Neuroscience and the Vice-Dean of Graduate Studies, the Director will work in collaboration with the Program faculty to complete the following tasks and objectives:

Administration:

- Oversight of student recruitment, student enrolment, curriculum and policy changes, for the maintenance and development of excellence within the graduate program, in consultation with, and assistance from the various committees that support the Program. The Director, or delegate, is responsible for provision of leadership in curriculum and policy review, program committee structure and membership, and specific activities such as: open houses or career information sessions.
- Promotion of the program to potential applicants in Hamilton and in other communities, and the building of partnerships with key stakeholders across the University, Hamilton and Ontario.
- Oversee and support the Coordinator of Clinical Education in the development and administration of the required network of clinical placements and supervisors. Monitor and ensure the quality of academic standards, evaluations, and student experience in clinical placements.
- Appoint and enable ad hoc committees as needed to advance program initiatives.
- Provision of reports and proposals for policy and curriculum changes regarding the graduate program for approval at the Faculty of Health Sciences' Graduate Policy and Curriculum Council (GPCC). The Program Director will be a voting member of the Faculty of Health Sciences' GPCC.
- Maintain oversight of Program administration, including the recruitment and supervision of Program assistant(s), use of classroom and office space, and Program budget.

- Maintain oversight of the allocation of funding to support students (including any scholarship resources from the School of Graduate Studies or other sources) in consultation with the Vice-Dean of Graduate Studies (Health Sciences), the Chair of Psychiatry and Behavioural Neurosciences, and others, as appropriate.
- Prepare information, as required by the Chair of the Department of Psychiatry and Behavioural Neurosciences, the Vice-Dean of Graduate Studies (Health Sciences), and the Vice-Provost and Dean of Graduate Studies related to: recruitment, scholarship use (as appropriate), quality improvement, and periodic appraisals of the Program under the Institutional Quality Assurance Process (IQAP).
- Serve as an active member of the Education Leadership Executive Committee of the Dept. of Psychiatry and Behavioural Neurosciences, including participating in core educational activities of the department.
- Provide leadership and active participation in the implementation of the Department of Psychiatry & Behavioural Neurosciences' key strategic direction of Innovation in Education
- Provide regular Program updates to the Associate Chair Education of the Department of Psychiatry and Behavioural Neurosciences, Associate Dean of Graduate Studies (Health Sciences), and others, as appropriate, regarding the contributions of faculty as supervisors and instructors within the Program.
- Assume other duties assigned by the Vice-Dean of Graduate Studies (Health Sciences), such as assisting with student issues and the student appeal process.

Education:

- Holds primary responsibility for the oversight of graduate student progress within the Programs in conjunction with the Program committees.
- Manage the development, implementation and ongoing refinement of curriculum, including provision of reports and proposals for policy and curriculum changes for submission to GPCC and other approval bodies, as appropriate.
- Provide ongoing academic leadership for the program, including the development of innovative approaches to graduate education, the preparation of new program offerings, and oversight of the development and implementation of appropriate evaluation methods for students, faculty, and courses in the Program.

Conditions of Appointment:

The Director will be selected by an ad-hoc committee, co-chaired by the Chair of the Department of Psychiatry and Behavioural Neurosciences and the Vice-Dean of Graduate Studies (Health Sciences) that will include Program faculty and students. The appointment is subject to approval by Faculty of Health Sciences Executive Council. The term of appointment will be for a period of five years, with renewal subject to a favourable review.

Most recent approvals: FHS Faculty Executive Committee: 2022-09-22

Specific Policy Inquiries: Please contact FHS Graduate Studies

General Policy Inquiries: **FHS Secretariat (fhssec@mcmaster.ca)**

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