

Terms of Reference

Assistant Dean, Occupational Therapy; Physiotherapy; and Speech–Language Pathology

ACCOUNTABILITY: The Assistant Dean, School of Rehabilitation Science is accountable to the Vice–Dean of Health Sciences and Director of the School of Science, and to the Vice–Dean of Health Sciences and Associate Dean of Graduate Studies (Health Sciences).

RESPONSIBILITIES: The Assistant Dean is responsible for the planning and implementation of the graduate professional Program; providing leadership for long term planning in accordance with the philosophy, goals and objectives of the program, the School of Rehabilitation Science, and the Faculty of Health Sciences; and implementing applicable policies within the program. The Assistant Dean works closely with the other Assistant Deans in SRS as well as the Vice Dean.

Specific responsibilities for each area are outlined below.

A) Resource Management

Assume leadership and responsibility for:

1. Identifying needs for appropriate faculty and staff and informing the Vice Dean, School of Rehabilitation Science, of these needs.
2. Identifying, in association with faculty and staff, anticipated short- and long-term needs for resources, including resources for teaching/learning, tutoring, physical space, equipment, and budget.
3. Accessing human resources required by the program such as tutors and teaching assistants, in association with the Vice Dean.
4. Identifying the short-term and long-term needs for clinical placements, in association with the Director, Clinical Education.
5. Negotiating for clinical resources with the appropriate individuals in clinical facilities and ensuring the orientation and training of clinical preceptors. These duties may be delegated to the Director, Clinical Education.
6. Communicating on an ongoing basis with the Vice Dean, School of Rehabilitation Science, regarding resource management.

B) Curriculum Review, Development, Implementation and Evaluation

Assume leadership and responsibility for:

1. Monitoring ongoing review and revision of the philosophy, goals, objectives, and standards of the program.
2. Monitoring curriculum implementation in accordance with the philosophy, goals, objectives, and standards of the program.

3. Initiating, through the Curriculum Committee, appropriate development of the curriculum, and ensuring appropriate approvals are received.
4. Initiating and preparing materials as required for program reviews and accreditation, in collaboration with the Vice Dean, School of Rehabilitation Science.
5. Promoting and developing opportunities for interprofessional learning in conjunction with colleagues within the SRS and outside.

C) Faculty Orientation and Development

Assume leadership and responsibility for:

1. Orientation of new faculty to the philosophy, curriculum, and standards of the program and the clinical and university resources appropriate for their educational role.
2. Continue development of faculty as educators, e.g., by supporting attendance at appropriate workshops within the School of Rehabilitation Science, the broader University community, and beyond.
3. Ongoing communication among instructional faculty via regular curriculum and planning meetings.
4. Informing faculty about current academic regulations.
5. Completing faculty evaluations for educational activities; ensuring confidentiality is respected; and ensuring that the use of such evaluations is in accordance with policies of the School of Rehabilitation Science, and the Faculty of Health Sciences.
6. In partnership with the Vice Dean, mentoring faculty in aspects of their academic career as needed.

D) Student Admissions, Orientation, Evaluation and Review of Performance

Assume leadership and responsibility for:

1. Liaising with Graduate Studies, Health Sciences, ensuring that admission policies and procedures are followed.
2. Providing academic counseling to applicants with the assistance of the Admissions Committee and Graduate Studies, Faculty of Health Sciences.
3. Ensuring incoming students are oriented to the philosophy, goals and objectives, and standards of the program.
4. Ensuring student performance and progress is reviewed and communicated in accordance with Academic Regulations.
5. Implementing recommendations of the Program Academic Standing Committee with respect to student performance and progress.
6. Referring students to appropriate resources in the University community, as necessary.
7. Ensuring the compilation of relevant documents for grievance/appeal procedures.
8. Recommending graduands for convocation.

9. Ensuring there is a mechanism to prepare letters of reference for graduands as prospective employees or for graduate school.
10. Providing academic counseling for students enrolled in the program.
11. Ensuring ongoing communication with the student body through regular meetings with student representative and/or the student body.
12. Ensuring student representation on various programs and university committees as necessary.

E) Professional Relations

1. Provide effective representation on behalf of the professional program outside of the University; e.g. in the local community, OCUPRS, and provincial and national professional organizations.
2. Identify key issues within the profession locally, provincially, and nationally, that may have an impact on the program.

Most recent approvals: September 4, 2019

Specific Policy Inquiries: Contact FHS Graduate Studies

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

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