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**Director, Chemical Biology Graduate Program**

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The Director of the Chemical Biology Graduate Program acts as a senior academic leader who manages the daily functioning and effective operations of the program. S/he works closely with the representatives of participating Faculties to provide a channel of communication among graduate students, graduate faculty, and Department or Area Chairs from the Departments or Areas represented in the program.

Responsibilities of the Director include assuming an active role in promoting the recruitment, education, and welfare of the Program's students, enhancing the quality of graduate education, managing program finances and resources, and supervising Program staff.

The Program Director will recognize a dual responsibility to work with the Associate Director and consult with and inform the relevant Associate Deans of Graduate Studies, Faculty Deans, and the Chairs of participating Departments. This may include discussion of issues regarding Department/School resources and finances as they pertain to the graduate program operations, faculty complement, support of graduate students, committee work and membership, or other tasks deemed important for the excellence of the graduate program.

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The Director will complete the following tasks and objectives.

**Administration:**

- Maintain oversight of program activities, with appropriate engagement of all participating faculties in program committees, communications and decisions.
- Maintain oversight of student recruitment, student enrolment, and curriculum and policy changes, for the maintenance and development of excellence within the Program, and in consultation with and assistance of 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 research days, open houses, or career information sessions at McMaster and other institutions.
- Appoint and enable ad hoc committees as needed to advance program initiatives.
- Maintain oversight of the allocation of funding to support students (including TAs, stipends and scholarship resources from the School of Graduate Studies or other sources) in consultation with the Associate Deans of Graduate Studies, and others, particularly participating department and area chairs, as appropriate.

- Maintain oversight of program activities and the information required for appropriate and transparent distribution of the program's revenues within McMaster University, in accordance with the agreements made between the participating faculties.
- Prepare information as may be required by the Associate Deans of Graduate Studies and the Vice-Provost and Dean of Graduate Studies related to recruitment, scholarship use, quality improvement, and periodic appraisals of the Program.
- Provide regular program updates to the Deans and Associate Deans of Graduate Studies, and others, particularly participating department and area chairs, as appropriate, regarding contributions of faculty as supervisors and instructors in the program.
- Assume other duties assigned by the Deans and Associate Deans of Graduate Studies (and others, as appropriate), such as assisting with student or supervisor issues and the student appeal process.

**Education:**

- Manage the development, implementation and ongoing refinement of curriculum, including provision of reports and proposals for policy and curriculum changes for submission to Graduate Policy and Curriculum Committee (GPCCs or GCPCs) and other approval bodies, as appropriate. Provide ongoing academic leadership for the program, including the development of innovative approaches to graduate education, and oversight of the development and implementation of appropriate evaluation methods for students, faculty, and courses in the Program.

**Research:**

- Facilitate educational research, development and evaluation in the program and in relation to other programs, as appropriate. The Director will have the primary responsibility for the oversight of graduate student progress within the Chemical Biology program in conjunction with the Program committees.

**Selection and Terms of Office:**

The Director will be selected by an ad-hoc committee chaired by the Associate Deans of Graduate Studies for the participating Faculties, and will include Program faculty and students. The Director's appointment is subject to formal approval of Senate. The term of appointment will be for a period of five years, with renewal subject to a favourable review.

Most recent approvals: Faculty Executive Committee: May 27, 2019

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

Specific Policy Inquiries: Please contact FHS Graduate Studies

Disclaimer: If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.

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