**Associate Chair, ROLE NAME, Department of XXX**

**(Note: required text is BLACK, placeholder text is highlighted recommended in GREEN, explanatory text in BLUE)**

**\*\* Font should be Poppins (download from Brand Standards site)**

The Associate Chair, XXX reports to the Department Chair and Include a short paragraph about the position

# **Duties and Responsibilities:**

This is a bulleted list that outlines the major responsibilities of the role. Often subheadings are needed here to separate the various aspects of the role.

Every role has duties and responsibilities related to EDI-IR. The points below are recommended text that represents the minimum requirements, recognizing that these may be adjusted to fit the specific role. For further suggestions, we recommend reviewing previously approved terms of reference.

* Build upon their existing skills and knowledge related to Equity, Diversity, Inclusion, and Indigenous Reconciliation (EDI-IR), through self-reflection and cultural humility to promote the inclusive excellence priorities of the Faculty of Health Sciences and the University.
* Demonstrate a commitment to the strategic priorities of the Faculty and University to equity and inclusion and Indigenous reconciliation by ensuring that it is embedded throughout all processes and operations of the Department through proactive collaboration with the Associate Dean, Indigenous Health and Associate Dean, Equity and Inclusion.

# **Qualifications**

The Associate Chair must:

* Hold a faculty appointment with the Department of xx.

Provide any restrictions here – i.e. does the role require the person to be full time faculty? Have their primary appointment in the department (or can an Associate Member hold the role?) Do they need to have obtained a specific rank/appointment type (i.e. Associate Professor with Tenure/CAWAR)? Are there other qualifications – i.e. graduate faculty status, a substantial research program, financial or clinical experience, etc.

Additional example text:

* Have evidence of leadership skills, excellence in service, and a demonstrated ability to work effectively with individuals from diverse communities and cultures will be considered an asset.

# **Committee Membership**

The Associate Chair, will serve as a member of the following department committees:

Examples below:

* Departmental Executive Committee
* Departmental Tenure and Promotion Committee[[1]](#footnote-1)

In addition, the Associate Chair, EDI will:

* Act as the Chair’s delegate to other meetings/committees as required[[2]](#footnote-2)

# **Selection & Renewal Process**

The individual will be selected by a Selection Committee chaired by the Department Chair that includes appropriate representation from the Department. The committee will include (details on members such as a requirement for a specific role or staff and/or student member, etc.).

As part of the renewal process, the incumbent will submit a review of their accomplishments in the role over their first term.

Once the committee has made its decision, the appointment request is sent to FHS Faculty Executive Council for approval, and then to the Senate Committee on Appointments, Senate, and Board of Governors for information[[3]](#footnote-3).

# **Conditions of Appointment:**

The term of the appointment will be three (3) years[[4]](#footnote-4), renewable for one term, subject to a favorable review.

If applicable:

A stipend will be provided commensurate with other departmental executive roles. (Do not include the stipend amount)

Executive administrative support will be provided.

This role is 0.X FTE

# **Review Schedule:**

Terms of Reference are scheduled to be reviewed every 5 years. The next scheduled review will take place in the 20xx/xx academic year.

Most recent approvals: Provide Departmental committee name and approval date

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

Specific Policy Inquiries: Provide generic Department email if available – do not link to a specific person

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

Accessibility: If you require this document in an accessible format, please email [fhssec@mcmaster.ca](mailto:fhssec@mcmaster.ca)

1. Note – if the incumbent does not meet the criteria for membership on the T&P committee as established in the University T&P policy, they will not be a member of the Departmental Committee. [↑](#footnote-ref-1)
2. Note – Chairing the T&P committee can not be delegated. [↑](#footnote-ref-2)
3. Note – Appointment can not be backdated – they must be approved to FHS Faculty Exec prior to the start date. [↑](#footnote-ref-3)
4. These roles are generally for a 3 or 5 year term and are a consistent length within the department [↑](#footnote-ref-4)