

**ASSOCIATE CHAIR, EQUITY, DIVERSITY, INCLUSION, AND INDIGENOUS RECONCILIATION(EDI-IR), DEPARTMENT OF MEDICINE**

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The Associate Chair, Equity, Diversity, Inclusion, and Indigenous Reconciliation (EDI-IR) is a departmental leader focused on developing strategies that align with McMaster University's and the Faculty of Health Sciences' (FHS) equity and inclusion strategic priorities and principles. The Associate Chair, EDI-IR, will work closely with the Department Chair, FHS Associate Deans of Equity and Inclusion and Indigenous Reconciliation and their teams.

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**Reporting Relationships:**

The Associate Chair, Equity, Diversity, Inclusion and Indigenous Reconciliation (EDIIR) reports to the Chair, Medicine.

**Duties and Responsibilities:**

In addition to fulfilling the usual duties of a faculty member in the Department of Medicine, including participation in the Department's education programs, the Associate Chair, is expected to:

1. Build upon their existing skills and knowledge related to Equity, Diversity, Inclusion, and Indigenous Reconciliation (EDI-IR), through self-reflection and cultural humility to advance the inclusive excellence priorities of the Faculty of Health Sciences and the University.
2. Develop and maintain a departmental strategy related to equity and diversity, including gender, sexual orientation, Indigenous reconciliation, and equity-deserving groups to support faculty recruitment, retention, and advancement.
3. As appropriate, develop, update and implement structured policies and practices concerning equity, diversity, inclusivity, and Indigenous reconciliation working with relevant Faculty of Health Sciences or University Programs.
4. Oversee a scholarly approach to understanding equity, diversity, inclusion, and Indigenous reconciliation issues through data gathering. The Chair, EDIIR, will lead in refining and analyzing the biennial

- Departmental EDIIR Survey and sharing results with department members and leadership.
5. Develop, refine, and evaluate the impact of interventions to promote equity, diversity, inclusion, and Indigenous reconciliation.
  6. Review concerns and advise departmental faculty regarding equity, diversity, inclusion and Indigenous reconciliation issues they may face.
  7. Review and respond to questions and conflicts around equity, diversity, inclusion and Indigenous issues; liaise with Faculty or University resources, as appropriate.
  8. Develop, oversee and Chair a Departmental process focusing on the identification, recruiting, and retaining Indigenous, Black, or other under-represented groups identified to be a priority for recruitment to faculty, working with Hospital, Faculty and University resources, as appropriate.
  9. Work closely with the Associate Dean of Equity and Inclusion and Associate Dean of Indigenous Health, the Indigenous Health Learning Lodge, and other relevant agencies to advance the strategic priorities of these offices.
  10. Liaise with the Associate Chair of Education and Departmental Educational Coordinator about learner matters.
  11. Other tasks as assigned by the Chair of the Department

**Committee Representation:**

The Associate Chair, EDI-IR, will be a member of the following committees:

- Department Executive
- Council of Medicine
- Tenure and Promotion Committee
- FHS EDI-IR Leads Group
- FHS EDI-IR Committee
- Relevant committees within the EDI-IR portfolios at the Faculty and/or University level upon the recommendation of the appropriate committee Chair

- Faculty Recruitment Selection Committees and Selection Committees for significant leadership roles (can be delegated at the discretion of the incumbent.) Individual committee membership will be determined in consultation with the Chair, Department of Medicine
- Other committees as assigned by the Chair of Medicine

### **Time Commitment and Stipend:**

The time commitment for this position is one day/week (20%). A stipend is provided for this position and the incumbent can take the proceeds as income, research operating support, or support for personnel as they see fit.

Any income the Associate Chair elects to receive will be paid as a stipend by the Department as T4 “at source” income.

### **Conditions of Employment and Selection Process**

The Associate Chair, EDIIR, will be a full-time faculty member, with a primary appointment in the Department of Medicine and a proven track record in EDIIR work. Required skills will include the ability to have complex conversations in the realm of equity, with a focus on creating brave and courageous spaces that foster dialogue; the ability to anticipate and manage resistance to this work; strong collaboration skills; ability and willingness to enter the work with curiosity, humility, and a growth mindset, recognizing that EDI work is a life-long journey.

The individual will be appointed by a selection committee, chaired by the Department Chair, and appointed for a three-year term, twice renewable upon completion of a formal review process that is consistent with Departmental and Faculty standards.

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Most recent approvals:	FHS Faculty Executive Council: June 26, 2024
General Policy Inquiries:	FHS Secretariat ( <a href="mailto:fssec@mcmaster.ca">fssec@mcmaster.ca</a> )
Specific Policy Inquiries:	Department of Medicine
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