
ASSOCIATE CHAIR, EDUCATION, DEPARTMENT OF MEDICINE

The Associate Chair, Education is a Departmental leader focused on promoting excellence in education within the Department. The Associate Chair works closely with the Chair, the Department Education Coordinator (DEC), and other medical education leaders within the Faculty of Health Sciences (FHS) on education-related matters.

Reporting Relationships:

The Associate Chair, Education 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 of Education 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 as they relate to the education portfolio.
2. Working with the Department Educational Coordinator (DEC), be the liaison between the Department Chair, the Departmental Executive and the Department's and Faculty's educational programs, including but not limited to postgraduate, undergraduate, and other health disciplines as well as continuing professional development.
3. Working with the Department Educational Coordinator (DEC), oversee all educational activities within the Department.
4. Meet with all incoming full-time faculty members to evaluate their suitability for a faculty position and their ongoing success within the Department and to provide mentorship to new faculty members with specific regard to their educational requirements for promotion.
 - a. The Associate Chair is expected to meet with all full-time Faculty:
 - i. During the recruitment process
 - ii. Six months after beginning their faculty position
 - iii. 12 to 18 months after beginning their faculty position
 - iv. Prior to any academic reviews, including renewal of their appointment and when promotion is being considered
5. Be the primary point of contact between the Department and faculty members concerning the Tenure and Promotion (T&P) process, including:
 - a. Evaluating their preparation for T&P,

- b. Ensuring a Departmental Teaching Evaluation Report (DTER) is completed for all faculty members engaged in the T&P process.
6. Working with the Department Educational Coordinator (DEC), represent the Department of Medicine on investigations and processes related to education within the FHS, University and/or our hospital partners.
7. Working with the Department Educational Coordinator (DEC), oversee and maintain the Education component of the Department's annual MERIT forms.
8. Other tasks as assigned by the Department Chair

Committee Representation:

The Associate Chair, Education will be a member of the following committees:

- Department Executive
- Council of Medicine
- T&P Committee
- All relevant committees within the Education portfolios at the Faculty and/or university level
- Other committees, as assigned by the Department Chair

Time Commitment, Stipend, and Support:

The time commitment for this position is two days/week (40%).

A stipend for this position is provided and is derived from the expendable interest of the William Walsh Chair in Medical Education. The expendable annual interest is typically \$80,000, but this can vary yearly and is not guaranteed. The incumbent can choose to use the proceeds as income, research operating support, or 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.

The position also provides a dedicated 0.5 FTE administrative assistant. The Associate Chair, Education also works closely with the Departmental Staff who focus on Tenure and Promotion, including the Department's Academic Administrator and Assistant, who provide additional support for this position.

Conditions of Employment and Selection Process

The Associate Chair, Education will be a full-time faculty member, a distinguished educator with a primary appointment in the Department of Medicine.

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

As the Associate Chair, Education, the incumbent will hold the William Walsh Chair in Medical Education for a term concurrent with their term as the Associate Chair. Their appointment to the Chair will end when their term ends.

Policy Review Schedule:

This policy will be reviewed every three years. The next review is scheduled for 2026.

Most recent approvals:	FHS Faculty Executive Council: June 26, 2024
General Policy Inquiries:	FHS Secretariat (fhsssec@mcmaster.ca)
Specific Policy Inquiries:	Department of Medicine
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