
VICE CHAIR, DEPARTMENT OF MEDICINE

The Vice Chair is a pivotal Departmental leader, entrusted with matters related to the department's administration. The Vice Chair undertakes duties delegated by the Chair and ensures seamless business continuity in the chair's absence.

Reporting Relationship:

The Vice Chair reports to the Chair, Department of Medicine.

Duties and Responsibilities:

In addition to fulfilling the usual duties of a faculty member in the Department of Medicine, such as teaching, research, the Vice Chair will also undertake specific administrative tasks.

The Vice Chair will:

1. Through self-reflection and cultural humility, will build upon their existing skills and knowledge related to Equity, Diversity, Inclusion, and Indigenous Reconciliation (EDI-IR) to advance the inclusive excellence priorities of the Faculty of Health Sciences and the University as they relate to the Department.
2. Be a member of all full-time faculty selection committees, interviewing and providing feedback on the viability of candidates. They will chair selection committees as delegated by the Department Chair, including in all circumstances where the department chair perceives themselves to have a conflict of interest.
3. Work closely with the Department Chair to oversee all aspects of the department's normal business operation, as required.
4. Work with Departmental Administrators and others to further the academic mission, including advocating with the hospital for optimal office and clinic space.
5. Work closely with the Chair and take the lead in a proportion of Professionalism issues brought to the Department's attention. These issues may include conflicts of interest, ethical concerns, or breaches of Professional conduct.
6. Manage other tasks as assigned by the Department Chair, which may include representing the Department at external events, contributing to strategic planning, and/or leading special projects.

Committee Representation:

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

- Department Executive
- Council of Medicine
- Other committees as assigned by the Chair of Medicine

Time Commitment and Stipend:

A stipend is provided for this position, and the incumbent can use the proceeds as income, research operating support, or personnel support as they see fit.

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

The amount of the stipend is subject to ongoing discussion.

Conditions of Employment and Selection Process

The Vice Chair will be a full-time faculty member with a primary appointment in the Department of Medicine. Normally, the Vice Chair will be chosen from the incumbent Associate Chairs or Departmental Educational Coordinator (DEC) and is usually the individual who has been in the role for the longest period.

Should none of the Associate Chairs or the DEC be willing to serve as Vice Chair, the Department Chair will conduct a selection process.

Once the Vice Chair is identified, the Department will submit the recommendation for approval at FHS Executive Council.

Term

For those appointed as an Associate Chair or DEC, their term(s) as Vice Chair will run coincident with the Associate Chair (or DEC) role. For an appointee who does not hold one of these roles, the appointment will be for a term of up to five years.

Policy review schedule:

This policy will be reviewed every three years. The next review is scheduled for 2027.

Most recent approvals: FHS Faculty Executive Committee: June 26, 2024

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

Inquiries: Please contact the Department of Medicine

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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