
Associate Chair, Faculty Affairs and Equity, Diversity, Inclusion, Department of Health Research Methods, Evidence, and Impact

The Associate Chair of Faculty Affairs, Equity, Diversity, and Inclusion (AC-FA/EDI) is the delegate of the Chair of the Department of Health Research Methods, Evidence, and Impact (HEI, the “Department”) in overseeing the department's academic deliverables. The AC-FA/EDI is responsible for developing departmental strategies to promote equity and diversity in the Department, including but not limited to gender, sexual orientation, and ethnicity, and with particular regard to faculty and staff recruitment and career progression. As such the AC-FA/EDI is responsible for the orientation of new faculty, career guidance, mentoring, and proceeding in the process leading to promotion and tenure. As a member of the Tenure and Promotion Committee, Steering Committee and the Department Executive Committee the AC-FA/EDI is directly accountable to the Chair of HEI.

Qualifications

The AC-FA/EDI must hold a full-time faculty appointment in the Department of HEI. Must demonstrate a commitment to equity and inclusion and participate in the Equity, Diversity & Inclusion Facilitators Training Program (offered by the University). Previous leadership experience is an asset.

Time commitment

~ 2 days per month (10%); specific goals will be agreed upon between the Chair and the AC-FA/EDI on a yearly basis to match the time commitment, which can be increased as required if the case.

Selection for and duration of appointment

The AC-FA/EDI is appointed by the Chair; nominations (including self-nominations) of eligible faculty member will be invited; the appointment duration is set to 3 years and is renewable once at the discretion of the Chair and after positive review of the AC-FA/EDI report by the executive and steering committee.

Responsibilities

In collaboration with and with support from the Chair of HEI, the AC-FA/EDI will:

- a) Oversee the implementation of policies and develop practices to promote equity and inclusion.
- b) Promote professionalism and a safe and inclusive work environment for all faculty, staff, and learners.
- c) Foster a scholarly approach to the understanding of issues related to equity and inclusion through appropriate data gathering. Present relevant results to departmental leadership as appropriate.
- d) Develop and evaluate educational activities to promote a culture of equity and inclusion.
- e) Review concerns and provide advice to faculty with regard to equity and inclusion issues that may arise.
- f) Coordinate and facilitate the inclusion of EDI principles in grant application and research projects.
- g) Collaborate with the Central Administration Team to develop and assess the yearly Pulse check survey, to be evolved to reach both staff and faculty.
- h) Review and respond to questions around issues of equity and inclusion and take appropriate action as necessary to resolve conflicts, in collaboration with the Professionalism Office, the Vice Dean Faculty Affairs and/or the Equity and Inclusion office as required.
- i) Liaise with the McMaster Equity and Inclusion Office and with the Associate Chairs EDI of other departments.
- j) Liaise with the Equity, Diversity & Inclusion Facilitators within the Department
- k) Promote the professional development of HEI faculty, staff and students in the areas of research, administration and leadership development by:
 - coordinating the HEI mentoring program for junior faculty, working with the HEI Human Resources and Faculty Relations Team

- promoting a proactive approach to professional development and career progression
- providing orientation and assistance regarding questions related to job security, promotion and retention.
- Support training and offering support to faculty members in grant applications to address EDI issues

Committee Membership

- Department Executive Committee (Member)
- Department Steering Committee (Vice-Chair)
- Appointment, Promotion and Tenure Committee (Co-Chair, ex-officio)
- Selection Committees for Faculty (participate as Co-Chair or assign delegate where appropriate)

FHS Committee Membership

- Faculty of Health Sciences Equity, Diversity and Inclusion Advisory Committee (EDIAC)

The associate chair may be requested by the Department Chair to chair meetings of the above committees as required and can appoint a delegate as appropriate when unable to participate.

Value of Contribution

The AC-FA/EDI will be paid a yearly stipend and recognized will be attributed a named education contribution in the productivity assessment form.

Most recent approvals:	FHS Faculty Executive: January 27, 2021
General Policy Inquiries:	FHS Secretariat (fssec@mcmaster.ca)
Specific Policy Inquiries:	Department of HEI
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