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**Associate Chair, Education, Department of Health Research Methods, Evidence, and Impact**

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The Associate Chair of Education (ACE) is the delegate of the Chair of the Department of Health Research Methods, Evidence, and Impact (HEI, the “Department”) in overseeing the department’s education deliverables. These responsibilities include chairing the Educational Council, developing, coordinating, and supporting curricular and extracurricular educational activities, including promoting educational innovation and scholarship in the Department. The ACE will collaborate with the AC-FA/EDI regarding the educational component of the orientation of new faculty, career guidance, and promotion and tenure. As the chair of the Educational Council, member of the Tenure and Promotion Committee, the Department Executive Committee, and the FHS Department Educational Coordinators Committee, the ACE is directly accountable to the Chair of HEI.

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The ACE is responsible for ensuring the development and ongoing review of a strategic vision for education within the Department and for coordinating educational activities and processes across the Department.

- a) As the Chair’s delegate, the ACE will work closely with the leadership of the department’s educational programs (HRM MSc, MPH, GDCE, e-Health MSc, HP PhD, PMRP), the Vice Dean, Graduate Studies and the Vice Dean, Education, as appropriate, to identify needs and opportunities for collaboration and coordination of the programs.
- b) In collaboration with the AC-FA-EDI the ACE will ensure the appropriate development of the educational curriculum of each HEI faculty member, to support faculty in their academic needs for promotion. The ACE will be responsible for the educational component of:
  - Faculty orientation
  - Faculty development
  - Faculty evaluation
- c) The ACE will advise the Chair on matters related to the overall department educational budget, including suggesting funding needs and priorities.

**Qualifications**

Full-time faculty member in the Department

Leadership experience in graduate education is an asset.

**Time commitment:**

~ 2 days per month (10%); specific goals will be agreed upon between the Chair and the ACE 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 ACE 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 ACE report by the executive and steering committee.

**Responsibilities:**

**a. General**

- Support the development of new and existing educational programs in the Department.
- Identify potential resources, skill development, and collaboration opportunities for faculty to achieve their educational goals.
- Identify the need for faculty mentorship and support as well as relevant faculty development related to educational skills and knowledge.
- Oversee, organize, or participate in activities and events designed to mentor/support faculty development in educational roles.
- Have a good understanding of the educational programs to which faculty members contribute. Liaise with the directors of these programs as required to assess the contributions of departmental faculty and identify specific gaps/needs to ensure appropriate participation.
- Advise the Chair on provincial, national, and international developments relating to educational activities in the Department.
- Assist the Chair in resolving concerns or complaints about or by faculty related to their educational roles in the Department.
- Liaise with relevant FHS bodies and offices (eg the FHS Vice Dean, Education, the MacPherson Institute representative, etc) and share important updates.
- Ensure educational needs of the different programs, as well as their possible contribution to the HEI rounds organization are surfaced and accommodated in the round roster.

- Facilitate the collaboration of education programs and departmental research unit in identifying opportunities for student activity – practicums, thesis etc.

#### **b. Prospective or New Full Time Faculty**

- Participate in the recruitment of new faculty members, including assisting the Chair in identifying and developing an appropriate education focus as part of the job description for new faculty
- Facilitate the orientation of new faculty in the Department with regards to their educational role, and ensure they are included in appropriate faculty orientation programs
- Maintain communication with the AC-EDI/FA and the research groups affiliated to the Department about the expected educational commitments for new faculty to ensure a balanced distribution of faculty responsibilities.
- Undertake a formal review of educational activities with new faculty members after 12 months and provide recommendations to the Chair, and continue to meet annually to provide guidance and mentorship

#### **c. Current Full Time Faculty**

- Review and evaluate faculty's educational contributions annually and provide recommendations to the Chair as part of the annual career review process regarding the quantity and quality of each faculty member's educational contributions within their overall professional priorities in order to reinforce positive contributions and ensure that faculty are able to match their contribution with the expectations of the Department and the Faculty.
- Assist/advise any faculty member who wishes to explore opportunities for educational contributions or who may be challenged to fulfill their educational responsibilities.
- Assist faculty in the preparation of their educational dossier/teaching portfolio, with particular reference to appointment renewal, promotion and tenure, and provide recommendations to the Chair as required.

#### **d. Part-Time Faculty**

- Collaborate with the Chair and AC-FA/EDI to develop an appropriate faculty development orientation package and set of expectations and timelines for completion.

- Assist the Department Education Council in vetting all part-time faculty to ensure that they have an appropriate identified educational role.
- Review, in conjunction with the relevant administrative support, the quantity and quality of the educational contributions in preparation for and at the time of renewal to reinforce positive contributions and assist faculty in identifying new opportunities and/or ways to maintain their required educational hours and the ongoing quality of their contributions.
- As a point of first contact, assist any interested part-time faculty to understand the requirements of the renewal and promotion process.

### **Committee Membership**

- Department Education Council (Chair)
- Department Executive Committee (Member)
- Department Steering Committee (Member)
- Appointment, Promotion and Tenure Committee (Member, ex officio)
- Selection Committees for all Faculty recruitments (participate or assign delegate where appropriate)

The ACE may be requested by the Chair, HEI to chair meetings of the above committees as required, and he can appoint a delegate as appropriate when unable to participate in person.

### **FHS Committee Membership**

- Faculty of Health Sciences DEC committee

### **Value of Contribution**

The ACE will be paid a yearly stipend and recognized will be attributed a named education contribution in the productivity assessment form.

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Most recent approvals:	FHS Faculty Executive Council: January 1, 2021
General Policy Inquiries:	FHS Secretariat ( <a href="mailto:fhsec@mcmaster.ca">fhsec@mcmaster.ca</a> )
Specific Policy Inquiries:	Department of HEI
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