

Terms of Reference

Assistant Dean, Anatomy

The Assistant Dean, Anatomy is the leader of the Educational Program in Anatomy (EPA) in the Faculty of Health Sciences (FHS) at McMaster University plays a pivotal role in establishing and guiding the academic mission in anatomy at McMaster University, including the oversight of resources, processes, and programming.

The EPA is a leader in education and research in anatomical sciences centered in Hamilton with additional facilities in Regional Campuses located in Kitchener and St Catharines. The EPA is comprised of four anatomy laboratories, as well as a donor-based surgical skills center. Regional laboratories provide educational opportunities for select programs at Brock University (St. Catharines site) and the University of Waterloo (Kitchener site).

The EPA serves a wide range of education programs in the FHS including the Michael G. DeGroot School of Medicine (including Medicine, Midwifery, and Physician Assistant Programs), the School of Nursing (undergraduate and graduate programming), School of Rehabilitation Science (undergraduate and graduate programming), as well as undergraduate and graduate Health Sciences programs. Laboratory space for Kinesiology, Engineering and other programs is managed by the EPA. In total, several thousand students learn in the EPA facilities. The EPA is also a supportive and active research partner in biomedical, clinical, pathological, and surgical disciplines; as well as having its own evidence-based, research-oriented program as a leader in pedagogical and clinical research into the anatomical sciences.

Reporting Relationships:

The Assistant Dean reports to the Vice-Dean, Education.

Duties and Responsibilities:

The Assistant Dean will:

1. Work with the Vice-Dean, Education, the Manager of the Education Program in Anatomy (EPA), anatomy faculty, departments and schools, and other leaders in the FHS, to establish and operationalize the strategic goals and objectives of academic anatomy programming in alignment with the mission of McMaster University and the Faculty of Health Sciences.
2. Ensure that the operation and activities of the EPA are in accordance with the regulations of the Province of Ontario within the *Anatomy Act*, the *Occupational Health and Safety*

Act, and any other applicable legislation to the operations of the EPA and any premises in which the Program operates.

3. Work with the EPA Manager to oversee the operations and resources of the EPA in a manner that is fiscally and operationally sound while meeting the strategic goals of the University and Faculty, and the goals of academic programming in anatomy.
4. Advance issues related to *Inclusive Excellence*, equity, inclusion, and Indigenous reconciliation, including with respect to their own development, as well as that of faculty, staff, and programming associated with the EPA and with respect to advancing issues of equity, inclusion, and Indigenous reconciliation in anatomy education and research.
5. Ensure that there are procedures for acceptance, preparation, care, maintenance, tracking, and security of a donated human body and human material.
6. Ensure that access to human material under the authority of the EPA and associated and affiliated anatomy labs is restricted to those who have compelling educational and research needs to access and study the human material in alignment with the strategic goals and objectives of the EPA.
7. Ensure that an orientation is provided to every individual before they are given access to human material. This orientation should include the requirement for respect and confidentiality, proper use and care of the material, health and safety procedures in the use of human materials, and any protocols or procedures relevant to each individual's role with respect to access to the lab and/or human material.
8. Ensure that there is appropriate liaison with each of the education programs, relevant research units, and other learning resource areas (such as the Health Sciences Library, medportal, and the Centre for Simulation-Based Learning) to understand the resource needs to meet the strategic goals of the EPA, and to plan for the optimal acquisition and distribution of required anatomy resources.
9. Collaborate with the leaders of departments and schools, to ensure appropriate recruitment, hiring, onboarding, ongoing development and support of anatomy educators (faculty and instructional assistants), and that faculty are appropriately assigned to various anatomy teaching roles.
10. Promote the development of learning resources, pedagogies, and assessments, including the use of new and innovative technologies, that optimize student learning and engagement.
11. Support research and other scholarly activities by faculty and students and is encouraged to develop their own program of research/scholarship.
12. Engage with local healthcare organizations, research institutions, industry, and community stakeholders to foster partnerships and enhance opportunities to advance the strategic goals of the EPA.

13. Liaise with FHS Graduate Studies and appropriate undergraduate programs to facilitate the recruitment and allocation of teaching assistants to anatomy teaching.
14. Facilitate the development of teaching skills by the instructional staff and teaching assistants assigned to the Education Programme in Anatomy.
15. Anticipate and responds to changing demands and new challenges to continue to advance the strategic goals of academic programming in anatomy.
16. Work with the EPA Manager to ensure appropriate supervision of the staff to facilitate the efficient and effective operation of the unit.
17. Coordinate, encourage, and support quality improvement and accreditation activities within the EPA and as required by education programs; and facilitate participation by EPA faculty and staff, where appropriate.
18. Serve as a member of the Health Sciences Education Council.

Qualifications & Experience

The Assistant Dean will have a passion for, and expertise in, academic anatomy programming, including both education and research experience. This position requires a combination of strong leadership, organizational and collaborative skills to ensure the effective functioning of the anatomy laboratories, academic programming in anatomy and donor-based surgical skills, and the success of students, faculty, staff, and leaders associated with the EPA.

Additionally, the Assistant Dean will have:

- A PhD (or equivalent) in Anatomy, Biology, or a related field.
- Previous experience working in an anatomy laboratory, anatomy education program, or similar educational setting.
- Strong organizational and leadership skills, with the ability to effectively coordinate lab activities and resources.
- Excellent communication and interpersonal skills, with the ability to collaborate with faculty, students, and staff.
- Knowledge of laboratory safety protocols, procedures, and regulations.
- Experience with budget management and financial oversight.
- Familiarity with instructional technology and multimedia resources used in anatomy education.
- Commitment to fostering an inclusive and supportive learning environment for students and faculty.

Selection & Renewal Process

The individual will be selected by a Selection Committee constituted and chaired by the Vice Dean, Education. The Committee will include representatives from user groups of the EPA, learner representation, as well as senior leadership from at least one department or school.

The incumbent will undergo a 360 evaluation (or equivalent) during their first term and are encouraged to discuss the findings with the person they report to.

As part of the renewal process, the incumbent will submit a review of their accomplishments in the role over their first term.

Once the committee has made its decision, the appointment request is sent to FHS Faculty Executive Council for approval and to the Senate Committee on Appointments, Senate, and Board of Governors for information.

Conditions of Appointment:

The position of Assistant Dean, Education Program in Anatomy shall be held by a qualified, full-time faculty member, appointed for a five-year term, renewable for a second term of up to five years.

This position is a 0.6 FTE role and includes a role-based stipend.

Review Schedule:

These Terms of Reference are scheduled to be reviewed every 5 years. The next scheduled review will take place in the 2029/30 academic year.

Most recent approvals: 2024 09 04 – FHS Faculty Executive Committee

Supersedes/Amends: **Terms of Reference – Director, Education Program in Anatomy**

Specific Policy Inquiries: Please contact FHS Education Services

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

Disclaimer: If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.

Accessibility: If you require this document in an accessible format, please email fhssec@mcmaster.ca