

Terms of Reference

Assistant Dean, Honours Health Sciences Program

The Assistant Dean is a senior academic leader responsible for the planning, development, implementation and evaluation of the Honours Health Sciences Program (HHSP) in the Faculty of Health Sciences at McMaster University.

Reporting Relationships:

Reporting to the Vice Dean, Education, Faculty of Health Sciences.

Duties and Responsibilities:

The Assistant Dean will:

Administration

1. Work closely with the Vice-Dean, Education and others in the FHS to advance the mission and vision of the FHS, particularly as it pertains to the priorities within their portfolio
2. Advance issues related to Inclusive Excellence, equity, inclusion, and Indigenous reconciliation, including with respect to:
 - a. their own development, as well as that of faculty, staff, and programming associated with the Honours Health Sciences Program; and,
 - b. advancing issues of equity, inclusion, and Indigenous reconciliation in all matters related to the program.
3. Establish policies and procedures for the operation of the program and recommend the administrative structure and relevant committees required to support the program.
4. Ensure completion or delegation of faculty leader administrative tasks, including annual preparation of changes to the undergraduate calendar, website updates, oversight of student awards and nominations, management of student appeals, oversight of implementation of student accommodations, etc.

5. Work closely with the Manager of the HHSP to establish principles for the allocation of resources to ensure effective operation of the program and maintain financial accountability for the program operating budget.
6. Collaborate with the Vice-Dean Education and other educational leaders to optimize resource utilization across the Faculty, University, and Program
7. Represent the HHSP to internal and external groups, institutions, and agencies.
8. Create and maintain relationships with departments and programs within FHS and across the University.
9. Ensure appropriate promotion of the HHSP to optimize recruitment, support ongoing connections to alumni, and enhance related advancement activities
10. In accordance with university policies, make admissions, student progress, graduation, and other related decisions for the program.
11. Ensure adequate instructional capacity across the program, working with academic departments to recommend and negotiate the recruitment and assignment of faculty to teaching and administrative roles in the program; and ensure adequate instructional capacity across the program.
12. Chair the relevant HHSP committees.
13. Participate as a member of Faculty and University committees relevant to the program, including the Health Sciences Education Council and FHS Undergraduate Programs Committee.
14. Provide mentorship to students, faculty and staff within the program.

Education

1. Provide ongoing academic leadership for the program, including the development of innovative approaches to education and novel collaborative ventures.
2. Manage the development, implementation and on-going refinement of the curriculum.
3. Oversee the development and implementation of appropriate evaluation methods for students, faculty and courses in the program.

4. Work with students, particularly student leaders, along with other FHS leaders, the HHSP Manager, faculty, and staff, to optimize the student experience
5. Undertake regular quality improvement/assurance activities, including oversight of McMaster's Institutional Quality Assurance Process for the program; and support other programs' quality assurance activities as appropriate.

Research

1. Facilitate educational research, development and evaluation in the program and in relation to other programs, as appropriate.

Qualifications & Experience

The Assistant Dean is expected to have:

- Experience with undergraduate education programming, including university policy, common practices governing undergraduate education, and oversight and management of undergraduate education programming
- Strong organizational and leadership skills, with the ability to manage and advance multiple key priorities and initiatives
- Excellent communication and interpersonal skills, with the ability to collaborate with faculty, students, and staff; to resolve conflict; and to work across the FHS and university towards common goals
- Commitment to fostering an inclusive and supportive learning environment for students and faculty.

Additionally, although not required, ideally, the Assistant Dean will have experience working with administrative leaders to establish program priorities while working within budgets and other resource constraints is highly desirable.

Selection & Renewal Process

The individual will be chosen by an *ad hoc* Selection Committee constituted and chaired by the Vice Dean, Education. The committee will include

representatives from at least one relevant department/school in the FHS, at least one faculty education leader from another education program, faculty members contributing to teaching in the Honours Health Sciences Program, administrative leaders in the Faculty of Health Sciences, representation from program students, and other members as deemed appropriate by the Vice Dean, Education.

During their first term, the incumbent will undergo a 360 evaluation (or equivalent) and are encouraged to discuss the findings with the Vice Dean, Education.

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

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

Conditions of Appointment

The position of Assistant Dean, Honours Health Sciences Program shall be held by a qualified full-time faculty member, appointed for a five-year term, renewable for a second term of up to 5 years.

The position is a 0.8 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: FHS Faculty Executive – October 23, 2024

Supersedes/Amends: ToR, Assistant Dean, BHSc Program

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 fhsec@mcmaster.ca