
Associate Chair, Education, Department of Oncology

The Associate Chair, Education reports to the Department Chair and takes a leadership role in fostering an environment that values and supports all educational contributions.

Duties and Responsibilities

The Associate Chair, Education will:

- Be the leader, coordinator, facilitator and motivator for educational activity within the Department through overseeing the Education portion of the Department's Strategic Plan.
- Ensure that new members of the Department of Oncology receive orientation to the educational programs of both the Department and the Faculty and will support and mentor faculty with respect to their educational contributions.
- Develop an educational prescription with each new faculty member and review this plan on a regular basis through contributing to the annual career review process.
- Work closely with the Chair and Director of Administration to set and manage the departmental education budget.
- Support the development of educational programs in the Department.
- Participate in the Tenure, Permanence and Promotion process through completing the Departmental Teaching Evaluation Report (DTER) for each candidate under review.
- Chair the Oncology Education Committee and provide advice to the Chair on educational priorities, funding needs, recruitment and infrastructure support.
- Build upon their existing skills and knowledge related to Equity, Diversity, Inclusion and Indigenous Reconciliation (EDI-IR), through self-reflection and cultural humility to promote the inclusive excellence priorities of the Faculty of Health Sciences and the University.
- Demonstrate a commitment to the strategic priorities of the Faculty and University to equity and inclusion and Indigenous reconciliation by ensuring that it is embedded throughout all processes and operations of the Department through proactive collaboration with the Associate Dean, Indigenous Health and Associate Dean, Equity and Inclusion.

Qualifications

The Associate Chair must be an established educator, who holds a full-time faculty appointment in the Department of Oncology at the rank of Associate Professor or Professor.

Committee Membership

The Associate Chair will serve as a member of the following departmental committees:

- Executive Committee
- Education Committee
- Tenure, Permanence and Promotion Committee¹
- Selection Committees for the recruitment of full-time faculty

Selection & Renewal Process

The individual will be selected by a Selection Committee, chaired by the Department Chair, that includes appropriate representation from the Department. As part of the renewal process, the incumbent will submit a review of their accomplishments in the role over their past term. Once the committee has made its decision, the appointment request is sent to FHS Faculty Executive Council for approval, and then to the Senate Committee on Appointments, Senate, and Board of Governors for information.

Conditions of Appointment:

The term of the appointment will be three (3) years, once renewable, subject to a favorable review. This role is 0.2 FTE and a stipend will be provided commensurate with other departmental executive roles.

Review Schedule:

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; Executive Committee, Department of Oncology – October 17, 2024.
General Policy Inquiries:	FHS Secretariat (fssec@mcmaster.ca)
Specific Policy Inquiries:	Oncology Administration (oncadmin@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 fssec@mcmaster.ca

¹ If the incumbent does not meet the criteria for membership on the TPP committee as established in the University Tenure and Promotion policy, they will not be a member of the Departmental Committee.