

## **Associate Chair, Research, Department of Oncology**

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The Associate Chair, Research reports to the Department Chair and takes a leadership role in promoting the research excellence of faculty, staff and students.

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### **Duties and Responsibilities**

The Associate Chair, Research will:

- Be the leader, coordinator, facilitator and motivator for research activity within the Department of Oncology through overseeing the Research portion of the Department's Strategic Plan, including working closely with the Endowed Chairs, Professorships, Research Institutes, Centers and Programs affiliated with the Department.
- Review the research productivity of the Department annually with the Executive Committee to ensure that there is sufficient research infrastructure within the Department of Oncology.
- Work closely with the Chair and Director of Administration to set and manage the departmental research budget.
- Chair the Department's Research Advisory Committee and provide advice to the Chair on research priorities, funding needs, recruitment, infrastructure support and the organization of the research enterprise.
- Collaborate with the Division Heads and the Associate Chair, Education in coordinating an annual student research day.
- Work with the Head of the Fellowship Committee to ensure a high-quality research fellowship program.
- 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 researcher, with a substantial research program and hold 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:

- Department Executive Committee
- Department Research Advisory Committee
- Departmental Tenure, Permanence and Promotion Committee<sup>1</sup>
- 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.

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Most recent approvals:	FHS Faculty Executive – October 23, 2024; Executive Committee, Department of Oncology – October 17, 2024.
General Policy Inquiries:	FHS Secretariat ( <a href="mailto:fssec@mcmaster.ca">fssec@mcmaster.ca</a> )
Specific Policy Inquiries:	Oncology Administration ( <a href="mailto:oncadmin@mcmaster.ca">oncadmin@mcmaster.ca</a> )
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 <a href="mailto:fssec@mcmaster.ca">fssec@mcmaster.ca</a>

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<sup>1</sup> 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.