

Assistant Dean, Physiotherapy

The Assistant Dean Physiotherapy (PT) is responsible for the planning and implementation of the graduate professional program; providing leadership for long term planning in accordance with the philosophy, goals and objectives of the program, the School of Rehabilitation Science (SRS), and the Faculty of Health Sciences (FHS); and implementing applicable policies within the program.

Reporting Relationships

The Assistant Dean, Physiotherapy is accountable to the Vice-Dean, Faculty of Health Sciences and Executive Director of the School of Rehabilitation Science, and Vice-Dean of Graduate Studies (Health Sciences), and works closely with the other Assistant Deans in SRS.

Duties and Responsibilities

The Assistant Dean is responsible for:

Resource Management

- Identifying the staffing requirements of the PT program, including, staff, faculty, teaching assistants, preceptors, and tutors, working with the Vice Dean to ensure the proper resourcing of the program.
- Identifying, in association with PT members, the anticipated short and long-term needs of the program, including teaching/learning, tutoring, physical space, equipment, and financial.
- Negotiating for clinical resources with the appropriate individuals in clinical facilities and ensuring the orientation and training of clinical preceptors. These duties may be delegated to the Director, Clinical Education.

Curriculum Review, Development, Implementation and Evaluation

- Monitoring ongoing review and revision of the philosophy, goals, objectives, and standards of the program.
- Monitoring curriculum implementation in accordance with the philosophy, goals, objectives, and standards of the program.
- Initiating, through the Curriculum Committee, appropriate development of the curriculum, and ensuring appropriate approvals are received.
- Initiating and preparing materials as required for program reviews and accreditation, in collaboration with the Vice Dean, School of Rehabilitation

Science.

- Promoting and developing opportunities for interprofessional learning in conjunction with colleagues within the SRS and outside.

Faculty Orientation and Development

- Orientation of new faculty to the philosophy, curriculum, and standards of the PT program and the clinical and university resources available and ensuring existing faculty are informed of current academic regulations.
- Faculty development related to education through supporting attendance at appropriate workshops within SRS, the University, and beyond.
- Ongoing communication among instructional faculty via regular curriculum and planning meetings.
- Completing faculty evaluations for educational activities; ensuring confidentiality is respected; and ensuring that the use of such evaluations is in accordance with policies of the SRS, and the Faculty.
- In partnership with the Vice Dean, mentoring faculty in aspects of their academic career, as needed.

Student Admissions, Orientation, Evaluation and Review of Performance

- Liaising with FHS Graduate Studies, ensuring that admission policies and procedures are followed.
- Providing academic counseling to applicants with the assistance of the Admissions Committee and FHS Graduate Studies.
- Ensuring incoming students are oriented to the philosophy, goals and objectives, and standards of the program.
- Ensuring student performance and progress is reviewed and communicated in accordance with Academic Regulations.
- Implementing recommendations of the Program Academic Standing Committee with respect to student performance and progress.
- Referring students to appropriate resources in the University community, as necessary
- Ensuring the compilation of relevant documents for grievance/appeal procedures.
- Recommending graduands for convocation.
- Ensuring there is a mechanism to prepare letters of reference for graduands as prospective employees or for graduate school.
- Providing academic counseling for students enrolled in the program.
- Ensuring ongoing communication with the student body through regular meetings with student representatives and/or the student body.

- Ensuring student representation on various programs and university committees as necessary.

Professional Relations

- Providing effective representation on behalf of the professional program outside of the University; e.g. in the local community, OCUPRS, and provincial and national professional organizations.
- Identifying key issues within the profession locally, provincially, and nationally, that may have an impact on the program.

Equity, Diversity, Inclusion and Indigenous Reconciliation (EDI-IR)

- Building 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.
- Demonstrating 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 PT program through proactive collaboration with the Associate Dean, Indigenous Health and Associate Dean, Equity and Inclusion.

Selection & Renewal Process

The individual will be selected by a Selection Committee, co-chaired by Vice-Dean Health Sciences and Executive Director School of Rehabilitation Science and Vice-Dean Graduate Studies (Health Sciences) and includes appointed members including: full time faculty members from the PT Program, an Assistant Dean from the School of Rehabilitation Sciences, an external faculty member, a community member, the SRS Director of Administration, and a PT student.

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, Senate Committee on Appointments, Senate, and Board of Governors for approval.

Conditions of Appointment:

The position of Assistant Dean, Physiotherapy shall be held by a full-time faculty member who is a registered Physiotherapy. The appointment is for a five-year term, renewable for a second term of up to five years.

This position is a 0.5 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 [2029-2030](#) academic year.

Most recent approvals:	SRS Council: November 27, 2024; FHS Faculty Executive Committee: December 18, 2024
Supersedes/Amends:	September 4, 2019
Specific Policy Inquiries:	School of Rehabilitation Sciences (vdeansrs@mcmaster.ca)
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