

Associate Director, Health Policy PhD Program

The Health Policy PhD Program is an Interdisciplinary graduate program, involving the collaboration of McMaster University's Faculty of Health Sciences, and the Faculty of Social Sciences, Faculty of Science, Faculty of Humanities, and the DeGroot School of Business. McMaster's PhD in Health Policy draws students from diverse graduate training backgrounds, including interdisciplinary health fields, social sciences disciplines, and professional programs, and provides opportunities for students to engage in the core areas of Health Economics, Political Studies and Social Organization. Graduates are well prepared for leadership positions in government, consulting, non-governmental organizations, or private industry.

Applications are invited for the position of Associate Director of the Health Policy PhD Program. The roles of Director and Associate Director are intended to complement each other while representing the primary participating Faculties.

The Associate Director will work collaboratively with the Director, assuming an active role in promoting the recruitment, education and welfare of graduate students, enhancing the quality of graduate education, and providing a channel of communication between graduate students, graduate faculty, the Associate Dean of Graduate Studies (currently Health Sciences), and the Department Chairs of participating programs. The appointee will share responsibilities with the Director, which includes engaging and interacting with graduate students, graduate faculty, graduate program staff, in addition to sharing information and fostering best practices in graduate education through interactions with other Program Heads of Graduate Programs.

Specific responsibilities include:

- Assisting the Director with support of program promotion, student recruitment, student enrolment, curriculum and policy changes, program committee structure and membership, and specific activities such as research days, open houses or career information sessions.
- Facilitation of educational research, development and evaluation in the program and in relation to other programs, as appropriate. The Associate Director will assist the Director with oversight of graduate student progress within the Health Policy PhD program.
- Assisting the Director, as required, with the oversight and use of scholarship resources from the School of Graduate Studies or other sources, in the support of students and in consultation with the Associate Dean of Graduate Studies (currently Health Sciences) and participating Faculty Deans, as appropriate.
- Support of the Director, when requested, with preparation of information as may be required by Faculty Deans of participating programs, the Associate Dean of Graduate Studies (currently Health Sciences), or the Associate Vice-President and Dean of Graduate Studies, in connection with the Periodic Appraisals of Graduate Programs under the Institutional Quality Assurance Process.

- Assisting with other duties as assigned by the Associate Dean of Graduate Studies (currently Health Sciences) or other participating Faculty Deans, including provision of assistance with student or supervisor issues and the student appeal process.
- Provision of assistance, as appropriate, with recommendations of policy and curriculum changes regarding the graduate program for approval at the Faculty of Health Sciences' Graduate Policy and Curriculum Council (GPCC) and other approval bodies, as appropriate. The Associate Director may serve as representative on the Joint Faculties of Humanities and Social Sciences Graduate Curriculum and Policy Committee and the School of Business' Graduate Curriculum and Policy Committee.

The successful candidate will be a faculty member currently working in the Health Policy PhD program, who has demonstrated exceptional leadership, organizational and interpersonal skills, an innovative approach to program development and problem solving and the ability to function effectively within the broader University context. The candidate will have a keen interest in and professional commitment to graduate education, knowledge of the concepts of educational pedagogy, and an appreciation of educational opportunities through the use of learning technologies.

The Associate Director will recognize the responsibility of both the Director and Associate Director, to consult with and inform the relevant Deans and Associate Deans of Graduate Studies. This would include discussion of issues regarding Department/School resources, finances and faculty complements as they pertain to the graduate program operations, support of graduate students, committee work and membership, or other tasks deemed important for the excellence of the graduate program. This is a three-year renewable appointment, subject to review, with a preferred start date of July 1, 2012.

Applications should include a brief statement of qualifications for the position and curriculum vitae. All applications will be treated in the strictest confidence and should be submitted to the Faculty of Health Sciences Graduate Program Office (adeanhsc@mcmaster.ca) no later than **February 27, 2012**.