

## **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 Faculties of Social Sciences, Science, Humanities, and 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 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. At present, the role of Director of the Health Policy PhD Program is held by a member of the Faculty of Health Sciences.

The Director is an important administrative position with major responsibilities for the effective operation of the Health Policy Program. These responsibilities include 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 Deans of Graduate Studies (currently Health Sciences), and the participating faculty representatives on the advisory board of the program. The appointee will work collaboratively with the Associate Director, sharing responsibilities which include 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 leaders of Graduate Programs.

Specific responsibilities include:

- Oversight of program promotion, student recruitment, student enrolment, curriculum and policy changes within the graduate program, in consultation with and assistance of the various committees that support the program. Provision of leadership in curriculum and policy review, 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 Director will have the primary responsibility for the oversight of graduate student progress within the Health Policy PhD program.
- Management of the program operating budget, and supervision of program staff, including the Program Administrator.
- Oversight of the use of scholarship resources from the School of Graduate Studies or other sources, in the support of students and in consultation with the Associate Deans of Graduate Studies (currently Health Sciences) and participating Faculty Deans, as

appropriate.

- Preparation of information as may be required by Faculty Deans of participating programs, the Associate Deans 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.
- Assist with other duties as assigned by the Associate Deans 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 reports and proposals for 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 Director will be a voting member of the Faculty of Health Sciences' GPCC.

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 Director will recognize the responsibility of both the Director and Associate Director, to consult with and inform the relevant Deans and the Associate Deans of Graduate Studies, and the participating faculty representatives on the advisory board of the program. 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 five-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](mailto:adeanhsc@mcmaster.ca)) no later than **February 27, 2012**.