

AGENDA

NOTE: Members who wish to have items moved from the Consent to the Regular Agenda should contact the University Secretariat before the Senate meeting. Members may also request to have items moved when the Agenda is presented for approval.

Page

A. OPEN SESSION

OPENING REMARKS

1. APPROVAL OF AGENDA – OPEN SESSION

CONSENT

2. MINUTES OF PREVIOUS MEETING – JUNE 9, 2021 (OPEN SESSION)

3. COMMUNICATIONS

3 - 15

Information

- [a. Senate Primer and Confidentiality](#)
- [b. Senate Meeting Schedule for 2021-2022](#)
- [c. Senate Membership List for 2021-2022](#)
- [d. Senate Committee List for 2021-2022](#)

4. REPORT FROM THE EXECUTIVE COMMITTEE

16

[Executive Committee Report](#)

17 - 24

Information

1. Actions Taken on Behalf of Senate: Terms of Reference

- [a. Associate Dean \(Equity, Diversity, Inclusion & Indigeneity\)](#)
- [b. Establishment of the Schroeder Chair in Allergy and Immunology Research](#)

REGULAR

5. BUSINESS ARISING

6. ENQUIRIES

7. COMMUNICATIONS

8. REPORT FROM GRADUATE COUNCIL

25

[Graduate Council Report](#)

Information

1. New Award

9. REPORT FROM UNDERGRADUATE COUNCIL EXECUTIVE COMMITTEE

26 - 28

[Undergraduate Council Executive Committee Report](#)

Approval

1. Undergraduate Expectations for McMaster Vaccination Policy

10. REPORT FROM THE COMMITTEE ON APPOINTMENTS

29

[Committee on Appointments Report](#)

30 - 35

Approval

[1. ToR - Assistant Dean, Faculty Development](#)

[2. ToR - Associate Dean, Equity & Inclusion](#)

11. OTHER BUSINESS

September 8, 2021

TO: Members and Observers of the McMaster University Senate

FROM: Ms Andrea Thyret-Kidd
University Secretary

RE: **Primer on the McMaster University Senate**

Introduction:

McMaster operates under a bicameral system of university governance, which essentially means that there are two governing bodies, the Board of Governors and the Senate. *The McMaster University Act, 1976* is an Act of the Ontario Legislature. It incorporates McMaster University, creates its two governing bodies, sets out their compositions and assigns to them their duties and legal responsibilities. When operating within their respective jurisdictions, each governing body is the final authority within the University. There is necessarily much grey area and some overlap since academic and resource matters are not always easily separated. Coordination, cooperation and understanding between the two governing bodies are essential for the smooth operation of the University.

The Board of Governors is vested with “the government, conduct, management and control of the University and of its property, revenues, business and affairs”. The Board is composed of thirty-seven members, approximately 60% of whom are external to the University. The composition of the Board and its legal responsibilities are set out in sections 8 and 9 of the University Act.

The *McMaster University Act* and the *Senate By-Laws* can be found under the Home tab of the [University Secretariat website](#).

Powers of Senate:

The University Senate has ultimate responsibility for determining academic policy, which includes new academic programs, changes in curriculum, standards for admission to the University, academic regulations, the criteria and procedures for granting tenure and promotion to faculty members and so on. The specific powers of the Senate are described in Section 13 of the University Act:

- Appoint the Chancellor;
- Nominate, for appointment by the Board, a person for the position of President;

- Nominate for appointment by the Board, one or more Vice-Presidents, the Deans, the University Librarian, the University Registrar, and the members of the teaching staff of the University, excluding a person to be appointed for a stated period of time;
- Nominate for promotion by the Board, the members of the teaching staff of the University;
- Recommend to the Board the suspension or removal of a member of the teaching staff of the University;
- Control and regulate the system of education pursued in the University and the conduct, activities, and discipline, including suspension or expulsion, of the students thereof;
- Determine all courses of study, including standards for admission into the University and qualifications for degrees, diplomas and certificates;
- Conduct examinations and appoint examiners;
- Deal with matters arising in connection with the award of fellowships, scholarships, medals, prizes and other awards;
- Authorize the Chancellor and the Vice-Chancellor to confer the degrees of bachelor, master and doctor, including degrees in theology, and to award diplomas and certificates;
- Recommend to the Board the establishment or termination of any faculty, school, institute or department and the terms on which any institutions of higher learning may become part of or be affiliated with the University;
- Appoint an executive committee and such other committees as it may deem advisable and delegate to any such committee any of its powers;
- Make by-laws and regulations for the conduct of its affairs; and
- Make recommendations to the Board on any subject of concern to the University.

Composition of Senate:

The composition of Senate is described in Section 12 of the University Act. Senate consists of:

- *Ex officio* members, including the Chancellor, the President, the Vice-Presidents, the Deans, the Principal of McMaster Divinity College and the Chair of Undergraduate Council;
- 3 members appointed by and from the Board;
- 4 members appointed by the Alumni Association;
- 12 student members, one graduate and one undergraduate from each of the six Faculties;
- 31 faculty members, elected by and representative of each of the Faculties and Divinity College.

In addition to these members, the Senate By-laws extend Observer status to a number of academic administrators and the Presidents of the faculty and various student associations. Observers do not vote or present motions and normally do not participate in debate. The Chair

may occasionally recognise an Observer who wishes to make a comment or who has particular knowledge of the material being considered.

Confidentiality:

Much of Senate's business is conducted in Open Session and that part of each Senate meeting may be attended by any member of the University or the wider community. Matters discussed in Open Session are not confidential and the record of Senate's Open Session proceedings is available to the general public.

The University Act provides for certain matters to be dealt with in Closed Session, i.e., "matters confidential to the University" and "matters of a personal nature concerning an individual." Items discussed in the Closed Session portion of Senate meetings are confidential and are not to be divulged to anyone not entitled to be present. This rule applies also to the meetings of Senate committees and boards (Senate By-law 94.a).

The University is also governed by Ontario's *Freedom of Information and Protection of Privacy Act* (RSO 1990) (FIPPA). Despite the provisions of this Act, the substance of Closed Session discussions are normally exempt from disclosure. This Act does, however, impose on the University an even greater level of accountability with respect to the protection of confidential information about individuals.

Senate members and observers are urged to treat Closed Session discussions and materials with the necessary confidentiality, not only to protect the individuals whose names may be mentioned, but also to provide an atmosphere in which Senate and committee members may engage in frank debate on what are sometimes very sensitive issues. In this way, the dignity and authority of Senate will not be undermined and the decisions made will more likely be based on full and candid discussion.

Standing Committees of Senate:

The Senate has a number of standing committees where many of the matters that come to Senate for approval are discussed in detail first. The terms of reference and the composition of these committees are described in the Senate By-laws.

The **Executive Committee** is authorized to act on behalf of Senate between meetings and to deal with any matters referred to it by the President, the Senate, the Faculties or Councils, or other Senate committees. The Executive also serves as the Senate's nominating committee, making recommendations for memberships of Senate's standing committees and boards.

One of the most active of the Senate Committees is the **Committee on Appointments**. It is responsible for tenure policy, promotion policy, research leave policy, and policies and procedures related to academic appointments. It also reviews the cases of all faculty members

who are recommended for promotion or tenure each year from each of the six Faculties and makes the decision on whether tenure or promotion should be granted. This Committee nominates the memberships of selection committees for senior academic administrators and receives recommendations from those committees for approval and subsequent recommendation to the Senate and Board of Governors.

The **University Planning Committee (UPC)** is a joint committee of both the Board of Governors and the Senate. Many academic matters cannot be easily separated from their financial and other resource implications. With a joint Board-Senate committee, academic and resource matters can be considered together and appropriate recommendations made to either the Senate or the Board of Governors or (which is usually the case) to both. The **Budget Committee** is a subcommittee of UPC. The UPC presents the annual Consolidated Budget to the Senate every year for information and comment before it is taken to the Board of Governors for approval. The **University Student Fees Committee** is a subcommittee of UPC and recommends all revisions to tuition and supplemental fees to the Budget Committee.

The **Committee on Academic Integrity** makes recommendations to Senate on policy and procedures relating to academic integrity issues and on measures designed to reduce instances of academic dishonesty.

The **Committee on Student Affairs** is responsible for recommending to the Senate policies on non-academic aspects of student life, including University residences and student services, and on matters of student conduct and discipline.

Senate has a number of other standing committees, such as the **Committee on Honorary Degrees**, the **Committee on University Ceremonials and Insignia**, and the **Committee on By-laws**.

The University has the responsibility to provide fair and equitable procedures for the lodging and hearing of complaints and grievances arising out of University regulations, policies and procedures that affect students, faculty and staff. To this end, Senate has a number of appeal and grievance procedures.

The **Board for Student Appeals** is the final appeal body for all students in the University. The Board for Student Appeals also has the responsibility for reviewing the Student Appeal Procedures and for recommending changes to Senate.

The **Tenure and Promotion Appeals Nominating Committee** recommends to Senate the memberships of tribunals to hear appeals of decisions related to tenure and promotion of faculty.

The **Board-Senate Research Misconduct Hearings Panel**, the **Board-Senate Sexual Harassment/Anti-Discrimination Hearings Panel** and the **Faculty Discipline Board** provide pools of potential members from which tribunals may be appointed to hear appeals and grievances under the relevant Senate and Board policies.

Councils of Senate:

Two other bodies of Senate are the **Graduate Council (GC)** and the **Undergraduate Council (UGC)**. Although they are subordinate bodies of Senate, they differ from the standing committees in that Senate has delegated to each of the Councils some major decision-making powers. A detailed breakdown of the membership can be found in the Senate By-laws.

The **Undergraduate Council** is responsible for “regulating matters concerning undergraduate work”. In practice, this means that it has the authority to approve curriculum changes recommended by Faculties, to approve minor changes in admission standards, to stipulate the conditions of award for all scholarships and prizes, to decide who will be awarded scholarships and prizes, and to make decisions on any other policies related to undergraduate work such as the academic regulations. The only matters that must be referred to the Senate for final decision are the establishment of new degree programs, closure of existing programs, substantial revisions in a Faculty’s admission standards, and major changes in degree requirements. UGC is chaired by the Vice-Provost (Faculty).

The **Graduate Council** is similar to UGC except that it is responsible for the regulation of matters concerning graduate work. Again, Senate has delegated to GC considerable power to make decisions in the area of graduate curriculum and policy, admission standards, awards, scholarships and bursaries. The Vice-Provost and Dean of Graduate Studies is the Chair of Graduate Council.

**SENATE MEETING SCHEDULE
2021-22 Academic Session
at 3:30 p.m.**

First Term

Wednesday, September 8, 2021 (via Zoom)

Wednesday, October 20, 2021 (via Zoom)

Wednesday, November 10, 2021 (via Zoom)

Wednesday, December 8, 2021 (via Zoom)

Second Term

Wednesday, January 12, 2022

Wednesday, February 9, 2022

Wednesday, March 9, 2022

Wednesday, April 13, 2022

Wednesday, May 18, 2022

Wednesday, June 8, 2022

2021-22 Senate Membership for Information

Appointment	Title	Full Name	Term End
Ex Officio	Chancellor	Ms Santee Smith	
Ex Officio	President & Vice-Chancellor	Dr. David Farrar	
Ex Officio	Provost and Vice President, Academic	Dr. Susan Tighe	
Ex Officio	Vice-President (Operations and Finance)	Ms Saher Fazilat	
Ex Officio	Dean and Vice-President (Health Sciences)	Dr. Paul O'Byrne	
Ex Officio	Vice-President (Research)	Dr. Karen Mossman	
Ex Officio	Vice-President (University Advancement)	Ms. Mary Williams	
Ex Officio	Dean, Faculty of Business	Dr. Khaled Hassanein	
Ex Officio	Dean, Faculty of Engineering	Dr. Heather Sheardown (Acting)	
Ex Officio	Dean, Faculty of Humanities	Dr. Pamela Swett	
Ex Officio	Dean, Faculty of Science	Dr. Maureen MacDonald	
Ex Officio	Dean, Faculty of Social Sciences	Dr. Jeremiah Hurley	
Ex Officio	Vice-Provost and Dean of Graduate Studies	Dr. Doug Welch	
Ex Officio	Principal, McMaster Divinity College	Dr. Stanley Porter	
Ex Officio	Undergraduate Council Chair	Dr. Kim Dej	
Ex Officio	Director, McMaster University Continuing Education (MCE)	Dr. Lorraine Carter	
Teaching Staff	Faculty of Business	Dr. Sue McCracken	June 30, 2024
Teaching Staff	Faculty of Business	Dr. Sherman Cheung	June 30, 2022
Teaching Staff	Faculty of Business	Dr. Anna Danielova	June 30, 2023
Teaching Staff	Faculty of Engineering	Dr. Wael El-Dakhakhni	June 30, 2024
Teaching Staff	Faculty of Engineering	Dr. Kim Jones	June 30, 2022
Teaching Staff	Faculty of Engineering	Dr. Todd Hoare	June 30, 2023
Teaching Staff	Faculty of Humanities	Dr. Rick Monture	June 30, 2024
Teaching Staff	Faculty of Humanities	Dr. Stephanie Springgay	June 30, 2024
Teaching Staff	Faculty of Humanities	Dr. Chandrima Chakraborty	June 30, 2022
Teaching Staff	Faculty of Humanities	Dr. Martin Horn	June 30, 2022
Teaching Staff	Faculty of Humanities	Dr. Melinda Gough	June 30, 2023
Teaching Staff	Faculty of Humanities	Dr. Nikolai Penner	June 30, 2023
Teaching Staff	Faculty of Social Sciences	Dr. Gregory Hooks	June 30, 2024
Teaching Staff	Faculty of Social Sciences	Dr. Chris Sinding	June 30, 2024
Teaching Staff	Faculty of Social Sciences	Dr. Judy Fudge	June 30, 2022
Teaching Staff	Faculty of Social Sciences	Dr. Ameil Joseph	June 30, 2022
Teaching Staff	Faculty of Social Sciences	Dr. Peter Graefe	June 30, 2023
Teaching Staff	Faculty of Social Sciences	Dr. James Gillett	June 30, 2023
Teaching Staff	Faculty of Science	Dr. Paul Faure	June 30, 2024
Teaching Staff	Faculty of Science	Dr. Karen Kidd	June 30, 2024
Teaching Staff	Faculty of Science	Dr. Patrick Bennett	June 30, 2022
Teaching Staff	Faculty of Science	Dr. Laura Parker*	June 30, 2022
Teaching Staff	Faculty of Science	Dr. Maikel Rheinstadter	June 30, 2023
Teaching Staff	Faculty of Science	Dr. Lia Bronsard*	June 30, 2023

2021-22 Senate Membership for Information

Teaching Staff	Faculty of Health Sciences	Dr. Michael McGillion	June 30, 2024
Teaching Staff	Faculty of Health Sciences	Dr. Mark Walton	June 30, 2024
Teaching Staff	Faculty of Health Sciences	Dr. Dina Brooks*	June 30, 2022
Teaching Staff	Faculty of Health Sciences	Vacancy	June 30, 2022
Teaching Staff	Faculty of Health Sciences	Dr. Matthew Miller	June 30, 2023
Teaching Staff	Faculty of Health Sciences	Dr. Jeff Weitz	June 30, 2023
McMaster Divinity College		Dr. Phil Zylla	June 30, 2024
Alumni Representative		Vacancy	June 30, 202
Alumni Representative		Vacancy	June 30, 202
Alumni Representative		Ms. Beth Manganelli Staite	June 30, 2022
Alumni Representative		Mr. Jim McCaughey	June 30, 2023
Board Representative		Dr. Juliet Daniel	June 30, 2022
Board Representative		Ms Susan Galloway	June 30, 2024
Board Representative		Ms Sarrah Lal	June 30, 2024
Student Representative - Undergraduate	Faculty of Business	Mr. Tyler Woo	June 30, 2023
Student Representative - Undergraduate	Faculty of Engineering	Mr. Dalue Tang	June 30, 2022
Student Representative - Undergraduate	Faculty of Health Sciences	Ms Zoe Tsai	June 30, 2023
Student Representative - Undergraduate	Faculty of Humanities	Ms Shaden Ahmed	June 30, 2023
Student Representative - Undergraduate	Faculty of Science	Ms Haleigh Wallace	June 30, 2022
Student Representative - Undergraduate	Faculty of Social Sciences	Mr. Findley McSevney	June 30, 2023
Student Representative - Graduate	Faculty of Business	Ms Alyaa Abdelhalim	June 30, 2022
Student Representative - Graduate	Faculty of Engineering	Mr. Moustafa Naiem Abdel-Mooty	June 30, 2023
Student Representative - Graduate	Faculty of Health Sciences	Ms Amanda Bakke	June 30, 2023
Student Representative - Graduate	Faculty of Humanities	Ms Nicole Areias	June 30, 2022
Student Representative - Graduate	Faculty of Science	Mr. Hasan Siddiqui	June 30, 2023
Student Representative - Graduate	Faculty of Social Sciences	Vacancy	June 30, 202

* Board of Governors Representative

**MEMBERSHIPS OF STANDING COMMITTEES AND BOARDS
OF SENATE
FOR THE 2021-2022 ACADEMIC YEAR**

COMMITTEE ON HONORARY DEGREES

Chancellor	Ms Santee Smith	
President (Chair)	Dr. David Farrar	
Teaching Staff Senator	Dr. Wael El-Dakhakhni	(2024)
Teaching Staff Senator	Dr. Michael McGillion	(2024)
Teaching Staff Senator	Dr. Maikel Rheinstadter	(2023)
Teaching Staff Senator	Dr. Chris Sinding	(2024)
Alumni Member of Senate	Ms Beth Manganelli Staite	(2022)

EXECUTIVE COMMITTEE

Chancellor	Ms Santee Smith
President (Chair)	Dr. David Farrar
Provost and Vice-President (Academic)	Dr. Susan Tighe

*Eight members of Senate, including four faculty, one
alumni member, one other Senate member, one graduate
student, one undergraduate student*

Teaching Staff Senator	Dr. Anna Danielova	(2023)
Teaching Staff Senator	Dr. Dina Brooks	(2022)
Teaching Staff Senator	Dr. Kim Jones	(2022)
Teaching Staff Senator	Dr. Paul Faure	(2024)
Senator	TBD	
Alumni Senator	Mr. Jim McCaughey	(2023)
Graduate Student Senator	Ms. Alya Abdelhalim	(2022)
Undergraduate Student Senator	Mr. Findley McSevney	(2023)

COMMITTEE ON UNIVERSITY CEREMONIALS AND INSIGNIA

Chancellor	Ms Santee Smith	
President	Dr. David Farrar	
University Bedel	Dr. Michel Rathbone	
Teaching Staff Senator (Chair)	Dr. Martin Horn	(2022)
Teaching Staff Senator	Dr. Sue McCracken	(2024)
Teaching Staff Senator	Dr. Ameil Joseph	(2022)
Teaching Staff Senator	Dr. Mark Walton	(2024)
Teaching Staff Senator	Dr. Kim Jones	(2022)
Teaching Staff Senator	Dr. Matthew Miller	(2023)
Graduate Student Senator	Mr. Hasan Siddiqui	(2023)
Undergraduate Student Senator	Ms Shaden Ahmed	(2023)
Registrar (<i>Consultant</i>)	Ms Melissa Pool	
Convocation & Curriculum Officer (<i>Consultant</i>)	Mr. Brad Coburn	

COMMITTEE ON ACADEMIC INTEGRITY

Chancellor	Ms Santee Smith	
President	Dr. David Farrar	
Vice-Provost and Dean of Graduate Studies	Dr. Douglas Welch	
Vice-Provost (Faculty)		
Teaching Staff Senator	Dr. Nikolai Penner	(2023)
Teaching Staff Senator	Dr. Michael McGillion	(2024)
Teaching Staff Senator	Dr. James Gillet	(2023)
Teaching Staff Senator (Chair)	Dr. Laura Parker	(2022)
Undergraduate Student Senator	Mr. Tyler Woo	(2023)
Graduate Student Senator	Mr. Moustafa Naiem	(2023)
	Abdel-Mooty	
Academic Integrity Officer (Consultant)	Ms Kim Mason	
Registrar (Consultant)	Ms Melissa Pool	
Associate Registrar and Secretary of the School of Graduate Studies (Consultant)	Ms Stephanie Baschiera	

COMMITTEE ON STUDENT AFFAIRS

Chancellor	Ms Santee Smith	
President	Dr. David Farrar	
Associate Vice-President (Students & Learning) and Dean of Students (Chair)	Mr. Sean Van Koughnett	
<i>Membership is for one year (July 1 to June 30)</i>		
Teaching Staff Senator	Dr. Rick Monture	(2022)
Teaching Staff	Dr. Chris Sinding	(2022)
Teaching Staff	Dr. Peter Graefe	(2022)
Undergraduate Student (part-time)	TBD	(2022)
Undergraduate Student (full-time)	TBD	(2022)
Undergraduate Student (residence)	TBD	(2022)
Graduate Student Senator	Ms Amanda Bakke	(2022)

COMMITTEE ON APPOINTMENTS

Chancellor	Ms Santee Smith
President	Dr. David Farrar
Provost and Vice-President (Academic)	Dr. Susan Tighe
Vice-President (Research)	Dr. Karen Mossman
Vice-Provost and Dean of Graduate Studies	Dr. Douglas Welch

Seven elected faculty members of Senate, and one student member of Senate

Teaching Staff Senator	Dr. Sue McCracken	(2024)
Teaching Staff Senator	Dr. Gregory Hooks	(2024)
Teaching Staff Senator	Dr. Karen Kidd	(2024)
Teaching Staff Senator (Chair)	Dr. Todd Hoare	(2023)
Teaching Staff Senator	Dr. Patrick Bennett	(2022)
Teaching Staff Senator	Dr. Melinda Gough	(2023)
Teaching Staff Senator	Dr. Jeff Weitz	(2023)
Student Senator	Ms Nicole Areias	(2022)
Consultant	Ms Barb Eftekhari	

COMMITTEE ON BY-LAWS

Chancellor	Ms Santee Smith
President	Dr. David Farrar

four members appointed by the Senate, one of whom shall be a member of the Senate and one of whom shall be the Secretary of the Senate

Secretary of the Senate	Ms Andrea Thyret-Kidd	
Teaching Staff Senator	Dr. Stephanie Springgay	(2024)
Teaching Staff (Chair)	Dr. Judy Fudge	(2022)
Teaching Staff	Dr. Paul Faure	(2024)

UNDERGRADUATE COUNCIL

Ex Officio Members

Chancellor	Ms Santee Smith
President	Dr. David Farrar
Provost and Vice-President (Academic)	Dr. Susan Tighe
Vice-Provost (Faculty)	
Associate Dean (Academic), Faculty of Business	Dr. Sue McCracken
Associate Dean (Academic), Faculty of Engineering	Dr. Steve Hranilovic
Vice Dean, Health Sciences	Dr. Rob Whyte
Associate Dean, Faculty of Humanities	Dr. Sean Corner
Associate Dean (Academic), Faculty of Science	Dr. Michael Farquharson
Associate Dean (Academic), Faculty of Social Sciences	Dr. Tracy Prowse
Director, Arts and Science Program	Dr. Jean Wilson
Director, Centre for Continuing Education	Dr. Lorraine Carter
University Registrar	Ms Melissa Pool
Associate Vice-President, (Students & Learning) and Dean of Students	Mr. Sean Van Koughnett
University Librarian	Ms Vivian Lewis

Elected Faculty Members

Faculty of Business	Dr. Peter Miu	(2023)
Faculty of Engineering	Mr. Cameron Churchill	(2022)
Faculty of Health Sciences	Dr. Stacey Ritz	(2023)
Faculty of Humanities	Dr. Catherine Grise	(2024)
Faculty of Science	Dr. Rosa da Silva	(2022)
Faculty of Social Sciences	Dr. Karen McGarry	(2024)

7 undergraduate students, one from each of the six Faculties offering undergraduate work, and one from the Arts and Science Program, to be appointed by Senate

Undergraduate Students

Arts and Science Program	Mr. Faris Mecklai	(2022)
Faculty of Business	Ms Zaina Ahmad	(2022)
Faculty of Engineering	Mr. Joshua Lawrence	(2022)
Faculty of Health Sciences	TBD	
Faculty of Humanities	Ms Stacy De Berner	(2022)
Faculty of Science	TBD	
Faculty of Social Sciences	Ms Salsa Sarhan	(2022)

UNIVERSITY PLANNING COMMITTEE

Ex Officio Members

Chancellor	Ms Santee Smith
Chair of the Board of Governors	Mr. Brad Merkel
Vice-Chair of the Board of Governors (delegate)	Ms Rebecca Jamieson
President	Dr. David Farrar
Provost and Vice-President (Academic) (Chair)	Dr. Susan Tighe
Vice-President (Operations and Finance)	Ms Saher Fazilat
Vice-President (Research)	Dr. Karen Mossman
Vice-Provost and Dean of Graduate Studies	Dr. Douglas Welch

Members shall be elected by and from the appropriate constituency according to the approved process. Terms of office begin July 1. Six members elected by and from the teaching staff of the University and one Faculty Dean, elected by and from the six Faculty Deans.

Elected Teaching Staff (Business)	Dr. Nicole Wagner	(2024)
Elected Teaching Staff (Engineering)	Dr. John Preston	(2022)
Elected Teaching Staff (Humanities)	Dr. Michele George	(2022)
Elected Teaching Staff (Health Sciences)	Dr. Mark Larch	(2024)
Elected Teaching Staff (Science)	Dr. Megumi Harada	(2023)
Elected Teaching Staff (Social Sciences)	Dr. Stephen Jones	(2023)
Elected Faculty Dean	Dr. Jerry Hurley	(2022)
Elected Non-Teaching Staff	Ms Arlene Dosen	(2024)
Elected Graduate Student	Ms Dana Shuqom	(2022)
Elected Undergraduate Student	Mr. Josh Arbess	(2022)

REPORT TO SENATE
FROM THE
EXECUTIVE COMMITTEE
Open Session (Consent Agenda)

1. Actions Taken on Behalf of Senate: Terms of Reference

A recommendation to approve the establishment of the Associate Dean (Equity, Diversity, Inclusion & Indigeneity) and the Schroeder Chair in Allergy and Immunology Research was approved by the Executive Committee on June 23, 2021.

- a. Establishment of the Associate Dean (Equity, Diversity, Inclusion & Indigeneity)
- b. Establishment of the Schroeder Chair in Allergy and Immunology Research

SENATE: FOR INFORMATION
September 8, 2021

June 4, 2021

TO: Senate Committee on Appointments

FROM: Dr. Maureen J. MacDonald, Dean, Faculty of Science

SUBJECT: **Proposed Terms of Reference for an
Associate Dean (Equity, Diversity, Inclusion & Indigeneity), Faculty of Science**

Attached are the proposed Terms of Reference for the academic administrative appointment of **Associate Dean (Equity, Diversity, Inclusion & Indigeneity), Faculty of Science**. The new Associate Dean (EDII) will further both the Faculty's commitment to EDI and the University's EDI Strategy, *Towards Inclusive Excellence*. The Terms of Reference include consistent and coordinated EDI language for the shared responsibility of promoting and striving towards equity, diversity and inclusion by our Faculty leaders in all that we do. These Terms of Reference have been endorsed by Faculty Council of the Faculty of Science and the Associate Vice-President (Equity & Inclusion).

Attachments (1)

MJM/dob

Assoc Dean EDII ToFR Memo to SCA 2021-06.docx

The **Associate Dean (Equity, Diversity, Inclusion & Indigeneity), Faculty of Science** has the primary responsibility within the Faculty of Science for furthering McMaster's goals regarding equity, diversity, inclusion and indigeneity (EDII) and for liaising with relevant campus partners to support Faculty's commitments to Indigenous priorities and accessibility aspirations.

The Associate Dean will normally have a five-year term of office, with the possibility of reappointment for a second term.

The Associate Dean reports to the Dean of the Faculty of Science. The Associate Dean works in a coordinated way with the Associate Vice-President, Equity and Inclusion (AVPEI), the Associate Deans of the Faculty of Science and the Office of Equity and Inclusion, as well as the network of relevant offices and groups with EDI-related mandates, to ensure that both Faculty-specific and University-wide goals are addressed.

Responsibilities include, but are not limited to:

- Leadership of the development and implementation of proactive EDII initiatives in support of the Faculty of Science strategic plan and McMaster's EDI strategy to advance inclusive excellence.
- Oversight of the operational, administrative and strategic development of EDII special projects and initiatives and will proactively engage diverse communities, including faculty, staff, students and external stakeholders.
- Working closely with the Associate Vice-President, Equity and Inclusion and with all Associated Deans in the Faculty of Science to assist with development, maintenance, improvement and integration of EDII principles and practices across the Faculty of Science academic ecosystem.
- Serve as a key member of the Dean's leadership team and lead EDII initiatives that support strategic planning and priorities for undergraduate and graduate programming through an EDII lens to ensure programming supports the guiding principles and strategic goals of the Faculty.
- Act as a consultant and advisor for the equity facilitators with respect to faculty and staff recruitment and selection to enhance recruitment and retention of designated equity groups.
- Collaborate with the Associate Deans Graduate and Academic, their staff and academic units to support the development of a host of academic programs to advance McMaster's EDI goals.
- Acts as the Faculty's liaison with the University's Equity and Inclusion Office to provide leadership and analysis on EDII matters throughout the Faculty including

identifying gaps and developing and/or updating policies, procedures and programs that remove barriers to equity and ensure greater and equal participation of marginalized groups and individuals within the Faculty.

- Promote the University and Faculty commitment to equity, diversity, inclusion, Indigenous priorities and accessibility aspirations through interaction with a broad range of stakeholders.
- Acts as an EDII Advisor to the Office of Advancement in the Faculty of Science, working closely with Advancement leaders and staff to cultivate sustainable relationships with donors in the support of new programs and initiatives.
- Discharging such duties as may be assigned by the Dean and requested by the Associate Vice-President, Equity and Inclusion from time to time, including serving as Acting Dean in the Dean's absence.

The ideal candidate for this position will be an accomplished researcher, an excellent graduate mentor, and faculty member within the Faculty of Science. The incumbent should have extensive experience in graduate education and research training, a strong understanding of and commitment to the role of graduate education in Science, demonstrated success in networking and collaboration, experience working with diverse populations and furthering equity and inclusion goals, demonstrated work with communities underrepresented in higher education, and excellent interpersonal and communication skills. Lived experience as a member of an underrepresented community is an asset.

SPECIAL SKILLS:

- Communication: listens to others and expresses, ideas orally and in writing, in a professional and effective manner to ensure that complex messages, recommendations and impacts are conveyed clearly and credibly. Readily shares information and knowledge with others.
- Builds Relationships: develops and maintains relationships with individuals at every level of the university to support and achieve organizational goals and objectives.
- Change Management: facilitates the change process, by invoking change management principles and practices and recognizing and dealing with resistance to change.
- Planning and Organizing: establishes a clearly defined course of action to accomplish goals and to organize work efforts in a complex environment with multiple competing demands, priorities and deadlines. Allocates time and manages resources effectively, ensuring accuracy.

- Initiative: demonstrates a continuous commitment to improvement and development, and encourages the participation of others by demonstrating the value of appropriate urgency and action.
- Strategic Perspective: understands the strategic direction of the organization and unit, and uses this information to develop responsibilities, tasks, goals, and HR initiatives that align with long-term plans and growth.
- Leadership: ability to inspire a diverse and high performing team to work towards shared objectives and optimize team effectiveness by engaging diverse perspectives and empowering others.
- Decision making and Judgement: makes decisions by weighing several factors for complex situations for which there may be incomplete or contradictory information. Involves the correct people in the decision-making process and develops and recommends solutions that balance competing priorities, address the root cause of the problem and prevent recurrence.
- Collaboration and Teamwork: fosters a culture of cooperation and encourages positive team dynamics. Gives and receives feedback regarding the impact of behaviour on the group.
- Integrity: Recognizes sensitivities and risks, using professional ethics to question and challenge issues. Seeks out systematic solutions to problems. Consistently acts with the highest professional standards, exercising tact, judgement, and confidentiality.

DECISION MAKING:

- Determine and prioritize the allocation of resources for EDII initiatives in the Faculty of Science, including budget allocations.
- Assess and mitigate risk through providing appropriate advice, training and coaching to management.
- Determine the content of correspondence, reports, and proposals, including the development of procedures.
- Recommend changes and modifications to the Faculty's policies, procedures and guidelines related to EDII.
- Determine when and who to involve or consult in unusual situations that may set future precedents.
- Make judgments on the application of policies and procedures.
- Prioritize time and duties, within an environment with multiple competing interests, to ensure work is completed within required deadlines.
- Decide on nature and content of presentations for training and development sessions.

- Decide on the nature and content of agenda topics and background information for meetings.
- Evaluates job candidates and makes effective recommendations on suitable hires.
- Makes decisions and/or effective recommendations regarding transfers and promotions.
- Evaluates employee performance and decides on appropriate training or coaching to address lack of proficiency in carrying out responsibilities, or remedial action for staff disciplinary situations.
- Assesses investigation outcome of grievances and makes effective recommendations on appropriate course of action or next steps on grievances.

Membership on Faculty Standing Committees and Ad Hoc Committees

- Faculty Council
- Dean's Advisory Group
- Ad hoc committees on education, outreach, and other areas important for the Faculty

Membership on University Committees

- Associate Deans' Group
- Other University Committees as delegated by the Dean

Accountability: Dean, Faculty of Science

June 10, 2021

Senate Committee on Appointments
c/o University Secretariat
Gilmour Hall, Room 210

Re: Establishment of the Schroeder Chair in Allergy and Immunology Research

On behalf of the Faculty of Health Sciences, I would like to recommend the establishment of the Schroeder Chair in Allergy and Immunology Research.

The Walter and Maria Schroeder Foundation have very generously provided funding to permanently fund a Chair at McMaster University. The Chair will establish and maintain a world-class program in immunology and allergy.

The terms of reference for the Chair are attached.

Yours sincerely,



Paul M. O'Byrne, MB, FRCP(C), FRSC
Dean and Vice-President
Faculty of Health Sciences

Encl.

PO/bvd

TERMS OF REFERENCE

Schroeder Chair in Allergy and Immunology Research

General

A gift from the Walter and Maria Schroeder Foundation has been directed to the Faculty of Health Sciences to provide support for the *Schroeder Chair in Allergy and Immunology Research*.

The preference will be that the Chair be directly associated with, and its tenure run concurrent with, an appointment to the position of Director, Schroeder Allergy and Immunology Research Institute, while the Institute remains in existence. Otherwise, the Chairholder will be chosen by a Selection Committee as outlined in the Selection Process below.

The incumbent will have demonstrated excellence in the area of immunology and allergy research.

Details and Duties

The holder of the Chair shall be an individual with sufficient research, education and/or clinical experience.

Specifically, the Chairholder will:

- Hold an appointment in the Faculty of Health Sciences at McMaster University;
- Be an integral part of the institutional vision towards establishing and maintaining a world-class program in immunology and allergy, which exemplifies the central values of the University and the Faculty of Health Sciences;
- Contribute significantly to the body of scholarship in the area of immunology and allergy through teaching, research, and/or clinical work at McMaster University;
- Provide mentoring and leadership to future generations of academic health researchers in the Faculty of Health Sciences;
- Undertake the normal duties of a faculty member in the Faculty of Health Sciences, including participation in the education programs of the Faculty and their Department.

Selection Process

The selection and designation of the Chairholder will be determined as follows:

- The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate Selection Committee, which shall include, at a minimum, the Vice-Dean, Research; one or more individuals from the four designated groups (women, aboriginal peoples, persons with disabilities, and members of visible minorities), or concrete efforts have been made to form a

diverse committee; and an equity champion. While equity is everyone's responsibility, the champion will ensure that equity and diversity are considered throughout the selection process.

- The Selection Committee will invite and receive nominations for the Chair and make recommendations for the appointment to the Dean and Vice-President of the Faculty of Health Sciences for approval.
- Once approved, the Dean and Vice-President will forward the Selection Committee's recommendation to the Senate Committee on Appointments.

Term

If the Chairholder is the Director, Schroeder Allergy and Immunology Research Institute, the term of the endowed Chair shall run concurrent with an appointment to the position of Director, Schroeder Allergy and Immunology Research Institute.

Otherwise, an appointment to the Chair shall be for up to five (5) years, with the understanding that renewal for additional terms is possible based on satisfactory reviews.

Acknowledgement

The incumbent will acknowledge that they hold the "*Schroeder Chair in Allergy and Immunology Research*" in all publications, lectures and any other activities supported through the fund.

March 2021



School of Graduate Studies

1280 Main Street West
Hamilton, Ontario, Canada
L8S 4L8

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Fax 905.521.0689
<http://www.mcmaster.ca/graduate>

**REPORT TO SENATE
from the
GRADUATE COUNCIL**

For Information

I. New Award

Via e-ballot on June 1st Graduate Council approved the following new award:

NAME OF FUND: The 2Doors Bursary

TERMS OF REFERENCE FOR FUND:

Established in 2021 by colleagues, family and friends, to celebrate Professor Liliana Coman's retirement and to honour her commitment and lasting impact on the Master of Science, Physiotherapy program in the School of Rehabilitation Sciences within the Faculty of Health Sciences. To be granted to a student enrolled in the M.Sc. (Physiotherapy) program in the Faculty of Health Science's School of Rehabilitation Science who demonstrates financial need.

REPORT TO SENATE
from the
UNDERGRADUATE COUNCIL EXECUTIVE COMMITTEE

FOR APPROVAL

I UNDERGRADUATE EXPECTATIONS FOR MCMASTER VACCINATION POLICY

At its September 7, 2021 meeting, the Undergraduate Council Executive Committee approved, on behalf of Undergraduate Council the establishment of the Undergraduate Expectations for McMaster Vaccination Policy for inclusion in the General Academic Regulations.

It is now recommended,

that Senate approve the establishment of the Undergraduate Expectations for McMaster Vaccination Policy for inclusion in the General Academic Regulations in the Undergraduate Calendar 2021-2022, effective September 8, 2021.

Senate: September 8, 2021
Approval

UNDERGRADUATE EXPECTATIONS FOR MCMASTER VACCINATION POLICY

The ongoing COVID-19 pandemic has resulted in unique infection risks and potentially serious health consequences. This academic regulation has been developed to comply with public health guidance and McMaster's Vaccination Policy.

In order to be/remain enrolled in a McMaster program, all undergraduate students are expected to provide proof that they are fully vaccinated or obtain an exemption from the University on the basis of substantiated human rights grounds. Students are encouraged to complete this process as soon as possible.

Students in clinical placements, cooperative work experiences or other external experiential course requirements *may* have to comply with additional external vaccination policies at their worksite or study site.

FOR FALL TERM 2021:

1. All students will be asked to visit the **McMaster Back to Mac** digital tool to register their vaccination information as soon as possible. The deadline for submitting a request for exemption is September 19, 2021 at 11:59 p.m. EST.
2. Students who have uploaded proof of their vaccinations, or have received an exemption, will be able to complete their in-person classes in Fall Term 2021.
3. **Students must still complete the daily MacCheck screening 1 hour before accessing University property for any reason.** Successful screening results on MacCheck is required for any visit to campus for any reason.
4. Enrolment in the Fall Term 2021 in-person classes will be cross-checked between September 7 and October 18 to identify those students with in-person course requirements who have not met the requirements of this vaccination policy.
5. After October 18th, students enrolled in any course with an in-person class section (including, but not limited to, lecture, lab, tutorial, etc.) where students must be present on University property and who have not completed their vaccinations or who have not received an exemption **will be unenrolled** from their Fall course(s) with an in-person component and multi-term courses. A student's required attendance on campus will be verified prior to proceeding with unenrollment.
 - a) Students who are unenrolled will receive tuition reimbursement for those course(s) and the course(s) will be removed from their transcript.
 - b) The University will contact the student and offer guidance on next steps.
 - c) Students are encouraged to speak with an academic advisor (virtually) to discuss possible academic implications and future enrolment.

- d) Students with OSAP are also encouraged to contact the Registrar's Office to understand any OSAP implications.
 - e) Students registered in courses delivered virtually or on-line will be permitted to complete those courses, however no access to University property will be allowed.
- 6. Any student found to be in violation of the Vaccination Policy is prohibited from accessing University Property and may be subject to outcomes and/or sanctions under the *Code of Student Rights and Responsibilities*.**

FOR WINTER TERM 2022 AND ONWARDS:

- 7. All students must upload proof of vaccination to the **McMaster Back to Mac** digital tool or obtain a valid exemption by Oct. 17th at 11:59 p.m. EST. This applies even if students will not be on campus in the Fall Term. Students will be removed from all Winter Term 2022 and full-year courses if they have not satisfied this expectation by October 18, 2021.
- 8. Students will have access to virtual academic guidance for the remainder of the 2021/22 academic year regarding program progression that may include pausing or taking a leave of absence from the program or withdrawing from the program.

REPORT TO THE SENATE
FROM THE
COMMITTEE ON APPOINTMENTS

Open Session (Regular)

On August 26, 2021, the Committee on Appointments approved the following recommendations and now recommends them to Senate for approval:

1. Establishment of Assistant Dean, Faculty Development

It is now recommended,

that Senate approve the establishment of the Assistant Dean, Faculty Development.

2. Establishment of Associate Dean, Equity & Inclusion

It is now recommended,

that Senate approve the establishment of the Associate Dean, Equity & Inclusion.

SENATE: FOR APPROVAL
September 8, 2021



July 15, 2021

Senate Committee on Appointments
c/o University Secretariat
Gilmour Hall, Room 210

For approval: Terms of Reference for the position of Assistant Dean, Faculty Development

On behalf of the Health Sciences Faculty Executive Council I am writing to request approval of the attached terms of reference.

The position of Assistant Dean, Faculty Development, (formerly Assistant Dean Program for Faculty Development), is an important role within the office of Continuing Professional Development. The Terms of Reference have been updated to ensure that an interprofessional and inclusive culture is fostered when designing and delivering Faculty Development offerings.

Thank you for considering this request. If you need further information, please do not hesitate to contact me.

Yours sincerely,

Paul M. O'Byrne, MB, FRCPC, FRSC
Dean and Vice President

Encl.

POB/rc

Assistant Dean, Faculty Development, Faculty of Health Sciences

The Assistant Dean, Faculty Development (FD) is the administrative leader responsible for faculty development activities within the Faculty of Health Sciences (FHS) at McMaster University. The Assistant Dean participates in the development, implementation, strategic planning and evaluation of faculty development across all three schools (School of Nursing, School of Rehabilitation Sciences, and School of Medicine) in the Faculty of Health Sciences.

The Assistant Dean, Faculty Development (FD) reports to the Associate Dean, Continuing Professional Development (CPD) and is a core member of the CPD Leadership Team. Specific responsibilities of the position are as follows:

The Assistant Dean will:

Administration

- in consultation with Department Chairs¹, educational programs and key partners², plan and oversee a system that identifies, and addresses faculty development needs and objectives, coordinates offerings and enhances the visibility of faculty development as a core mission of the Faculty.
- work with the CPD Leadership Team to provide consultations to key stakeholders to ensure faculty development needs are met.
- serve as a member of FHS, University, and external committees as requested and/or required. These include but are not limited to:
 - Continuing Professional Development Advisory Council
 - Health Sciences Education Council (HSEC)
 - Departmental Education Coordinator/ Associate Chair Education (DEC) Committee
 - MacPherson Liaison Committee or equivalent
 - Associate Vice Provost, Faculty's Teaching & Learning Committee
 - Association of Faculties of Medicine of Canada (AFMC) Faculty Development Committee

Education

- ensure equitable creation and delivery of faculty development for all members affiliated with FHS
- develop and facilitate offerings to enhance the professional development of faculty members in the areas of:

¹ Department Chair refers also to the Vice Dean and Executive Director of the Schools of Nursing and Rehabilitation Science

² Including the Assistant Dean CHSE, Assistant Dean McMaster Education Research, Innovation and Theory (MERIT), Assistant Dean Health Sciences Education Master's Program, the Clinician Educator Area of Focused Competence Program Director, LTL Director, Regional Campus Faculty Development Leads.

- teaching, supervision, mentorship/coaching
- fundamentals of leadership
- scholarly and academic practice
- creativity and maintaining humanism within academia and healthcare sectors
- principles and basic competencies around equity, diversity, and inclusion
- provide support to Faculty Development teams to identify, prioritize, plan and evaluate innovative, high-quality faculty development offerings for all FHS faculty
- maintain on-going interaction with all FHS education program leads and regional campus faculty development leaders to help meet their needs in a climate of growth, course renewal and distributed education
- promote an interprofessional culture around the design and delivery of Faculty Development offerings
- ensure faculty are aware of offerings to support their career development including offerings under the CPD umbrella and other relevant development programs
- develop and facilitate the creation of digital resources and learning opportunities,
- development and improve asynchronous content and program delivery (e.g. Faculty Onboarding and development of new faculty)
- in consultation with CPD Leadership Team, explore, develop, and implement innovative educational strategies and creatively exploit new modes of delivery and credentialing, e.g., micro-credentialing

Research

- facilitate, engage and collaborate in scholarship within FD and/or CPD including but not limited to research, scholarly program development, digital scholarship creation, knowledge translation, innovation, and program evaluation,
- assist with grant writing and grant making opportunities with colleagues within the Office of CPD as appropriate.

Conditions of Employment

The position of Assistant Dean, Faculty Development, shall be held by a qualified faculty member, appointed for a five-year term (renewable). The individual will be selected by a Selection Committee and approved by FHS Faculty Executive.

Approved FHS Faculty Executive – June 23, 2021

July 19, 2021

Senate Committee on Appointments
c/o University Secretariat
Gilmour Hall, Room 210

**For approval: Terms of Reference for the position of Associate Dean, Equity & inclusion
and selection committee membership.**

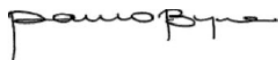
On behalf of the Health Sciences Faculty Executive Council, I am writing to request approval of the attached terms of reference and selection committee membership list.

The Faculty of Health Sciences is committed to the principles of equity, diversity and inclusion (EDI), and affirms McMaster's commitment to address existing inequities and advance inclusive excellence. The FHS recognizes there is a legacy of systemic racism, discrimination, and prejudice within health education institutions, and over the past several years we have been involved in various activities related to equity and inclusion, led through the office of the Vice Dean, Faculty Affairs.

We have created this new position of Associate Dean, Equity and Inclusion, reporting directly to the Dean to help us move these initiatives forward as well as to broaden the scope to include students and staff within the Faculty of Health Sciences. [REDACTED]

Thank you for considering this request. If you need further information, please do not hesitate to contact me.

Yours sincerely,



Paul M. O'Byrne, MB, FRCPC, FRSC
Dean and Vice President

Encl.

POB/rc

Associate Dean, Equity and Inclusion, Faculty of Health Sciences

The Faculty of Health Sciences (FHS) is committed to the principles of equity, diversity and inclusion (EDI), and affirms McMaster's commitment to address existing inequities and advance inclusive excellence. The FHS recognizes there is a legacy of systemic racism, discrimination, and prejudice within health education institutions, and we hold ourselves accountable to disrupt and dismantle oppressive and inequitable institutional practices and policies within the Faculty. As leaders in health education, research and clinical care we foster a supportive, welcoming and inclusive environment where all faculty, staff and students have the opportunity to thrive. Through collective action we commit to practicing critical allyship and strive to embed equity and inclusion across our systems and culture.

The Associate Dean, Equity and Inclusion is a senior academic administrator who assists the Dean and Vice-President and Faculty leadership in guiding the mission of the Faculty, with respect to equity, diversity and inclusion and Indigenous Strategies (EDI-IS) across all aspects of the FHS.

Reporting Relationships:

The Associate Dean, Equity and Inclusion reports to the Executive Vice-Dean and Associate Vice- President, Academic, and to the Dean and Vice-President, Faculty of Health Sciences.

The incumbent works closely with the Associate Vice-Presidents, Vice Deans, Associate Deans, Assistant Deans, and Department Chairs. Specifically, the incumbent consults with the Vice Dean Education, Vice Dean Faculty Affairs, and Assistant Vice President FHS to align priorities for learners, faculty and staff; and consults with the Associate Dean, Indigenous Health, Faculty of Health Sciences on issues of shared significance and collaborates with the University's Associate Vice-President, Equity and Inclusion.

Duties and Responsibilities:

Working in collaboration with FHS, University, hospital, and community partners, the Associate Dean drives strategic initiatives and enables practices related to EDI, critical theory, and anti-oppression to foster a culture that affirms diversity and optimizes success for faculty, staff, and learners.

Specifically, the Associate Dean will:

- Advance inclusive excellence through the development and implementation of the FHS EDI-IS strategy, which is in aligned broadly with the FHS Strategic Plan and McMaster's overarching EDI Strategy. This includes facilitating connections with colleagues in EDI-related roles and with EDI initiatives across FHS, its distributed educational network, hospital and community partners, and the broader University, to align and support each other's efforts and share best practices. The Associate Dean will build relationships with those involved in and/or interested in EDI initiatives; consult on the development and assist in the coordination of EDI activities across programs, departments, and schools within FHS; identify and implement solutions and initiatives that address systemic bias and organizational barriers.
- Collaborate with the Associate Dean, Indigenous Health to assess and implement equity-Indigenous systemic reform throughout FHS policies, protocols and initiatives.

- Counsel senior leadership on issues related to EDI and serve as a resource to faculty, staff, and learners on EDI matters. The Associate Dean will represent FHS to external stakeholders on EDI matters as appropriate.
- Collaborate and act as a resource for programs, departments, and schools to implement equitable and inclusive approaches for increasing diversity across the Faculty and building inclusive and safe working and learning environments for all.
- Support the implementation of professional development opportunities for faculty, staff, and learners on issues of EDI, anti-racism, anti-oppression, bystander intervention, and other areas and approaches that advance safety, equity, and inclusion in the FHS through collaborations with the Continuing Professional Development Office, FHS Human Resources, educational programs, and/or the Equity and Inclusion Office.
- Work with the Vice Dean, Education, and the Vice Dean, Graduate Studies, to advise and consult on the application of an EDI lens to the design, delivery, and assessment of their student-focused programs and services within FHS. Act as a resource for education leaders in the development and refinement of education programming and learner supports.
- Work with the Associate Dean, Indigenous Health, and the Indigenous Health Learning Lodge to advance opportunities for reconciliation for Indigenous Peoples as it pertains to faculty, staff, and learners across FHS.
- Work with the Vice Dean Faculty Affairs, Vice Dean Research and Assistant Vice-President, FHS to align and advance EDI priorities for the FHS within these portfolios.
- Work with the Faculty Secretary, and the Associate Dean Indigenous Health, to regularly review FHS policies and practices, using an EDI-IS lens to suggest revisions that are aligned with FHS EDI and Indigenous health priorities.
- Co-Chair the EDI Advisory Committee with the Associate Dean, Indigenous Health and guide the work of the committee and its associated working groups.
- Provide regular updates to Faculty Executive Council and Dean's Executive on the progress of the Faculty's EDI-IS Strategy and its implementation.
- Serve as a member of FHS, University, and external committees as requested/and or required. These include but are not limited to:
 - FHS Equity, Diversity, Inclusion and Indigenous Strategies Advisory Committee (Co-Chair)
 - FHS Faculty Executive Committee
 - FHS Health Sciences Education Council
 - FHS Indigenous Health Steering Committee
 - McMaster EDI Strategy Steering Committee

Conditions of Employment

The position of Associate Dean, Equity and Inclusion, shall be held by a qualified faculty member, appointed for a five-year term (renewable). The individual will be selected by a Senate Ad Hoc Selection Committee for nomination through the Senate Committee on Appointments to the Senate and the Board of Governors, as required by the McMaster University Act, 1976 and the Senate By-laws.

Approved – FHS Faculty Executive – 2021 06 23