

**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.**

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September 7, 2022

TO: Members and Observers of the McMaster University Senate

FROM: Ms Andrea Thyret-Kidd  
University Secretary

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

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**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 is 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 the 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" or "matters of a personal nature concerning an individual." Items discussed in the Closed Session portion of the 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 Senators and committee members may engage in frank debate on what are sometimes very sensitive issues. In this way, the dignity and authority of the Senate will not be undermined and the decisions made will more likely be based on a 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 the 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 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 tenure and promotion cases

of all faculty members and makes the recommendation to the Senate 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 sent 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, the 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 the 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 their memberships 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, Teaching and Learning .

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  
2022-23 Academic Session  
at 3:30 p.m.**

**First Term**

Wednesday, September 14, 2022

Wednesday, October 19, 2022

Wednesday, November 9, 2022

Wednesday, December 14, 2022

**Second Term**

Wednesday, January 11, 2023

Wednesday, February 8, 2023

Wednesday, March 8, 2023

Wednesday, April 12, 2023

Wednesday, May 17, 2023

Wednesday, June 7, 2023

**MEMBERSHIPS OF STANDING COMMITTEES AND BOARDS  
OF SENATE  
FOR THE 2022-2023 ACADEMIC YEAR**

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**COMMITTEE ON HONORARY DEGREES**

Chancellor	Ms Santee Smith	
President ( <b>Chair</b> )	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 Bernadette Corpuz	(2024)

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**COMMITTEE ON UNIVERSITY CEREMONIALS AND INSIGNIA**

Chancellor	Ms Santee Smith	
President	Dr. David Farrar	
University Bedel	Dr. Miriam Spinner	
Teaching Staff Senator	Dr. Claudia Emerson	(2025)
Teaching Staff Senator	TBD – Faculty of Business	
Teaching Staff Senator (Vice-Chair)	Dr. Mehdi Narimani	(2025)
Teaching Staff Senator ( <b>Chair</b> )	Dr. Mark Walton	(2024)
Teaching Staff Senator	Dr. Paul Higgs	(2025)
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> )	Ms Cathy Mackenzie (Acting)	

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### **COMMITTEE ON ACADEMIC INTEGRITY**

Chancellor	Ms Santee Smith	
President	Dr. David Farrar	
Vice-Provost and Dean of Graduate Studies	Dr. Steve Hranilovic	
Vice-Provost (Teaching and Learning)	Dr. Kim Dej	
Teaching Staff Senator <b>(Chair)</b>	Dr. Nikolai Penner	(2023)
Teaching Staff Senator (Vice-Chair)	Dr. Alfonso Iorio	(2025)
Teaching Staff Senator	TBD – Faculty of Social Sciences	
Teaching Staff Senator	Dr. Kalai Saravanamuttu	(2024)
Undergraduate Student Senator	Mr. Tyler Woo	(2023)
Graduate Student Senator	Mr. Moustafa Naiem Abdel-Mooty	(2023)
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	

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### **COMMITTEE ON BY-LAWS**

Chancellor	Ms Santee Smith	
President	Dr. David Farrar	
<i>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</i>		
Secretary of the Senate	Ms Andrea Thyret-Kidd	
Teaching Staff Senator <b>(Chair)</b>	Dr. Stephanie Springgay	(2024)
Teaching Staff (Vice-Chair)	Dr. Narat Charupat	(2025)
Teaching Staff	Dr. Paul Andrews	(2025)

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### **COMMITTEE ON STUDENT AFFAIRS**

Chancellor	Ms Santee Smith
President	Dr. David Farrar
Associate Vice-President (Students & Learning) and Dean of Students <b>(Chair)</b>	Mr. Sean Van Koughnett

*Membership is for one year (July 1 to June 30)*

Teaching Staff Senator	Dr. Rick Monture	(2024)
Teaching Staff	Dr. Hendrik Poinar	(2023)
Teaching Staff	TBD	
Undergraduate Student (part-time)	TBD	
Undergraduate Student (full-time)	TBD	
Undergraduate Student (residence)	TBD	
Graduate Student Senator	Mx Si Liu	(2024)

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### **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. Steve Hranilovic

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

Teaching Staff Senator (Vice-Chair)	Dr. Joëlle Papillon	(2025)
Teaching Staff Senator	Dr. Sue McCracken	(2024)
Teaching Staff Senator	TBD	
Teaching Staff Senator <b>(Chair)</b>	Dr. Todd Hoare	(2023)
Teaching Staff Senator	Dr. Paul Higgs	(2025)
Teaching Staff Senator	Dr. Melinda Gough	(2023)
Teaching Staff Senator	Dr. Jeff Weitz	(2023)
Student Senator	Mx Kusum Bhatta	(2024)
Consultant	Ms Barb Eftekhari	

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### EXECUTIVE COMMITTEE

Chancellor	Ms Santee Smith
President ( <b>Chair</b> )	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	(2025)
Teaching Staff Senator	Dr. Nathan Andrews	(2025)
Teaching Staff Senator	Dr. Paul Faure	(2024)
Senator	Dr. Pamela Swett	(2024)
Alumni Senator	Mr. Jim McCaughey	(2023)
Graduate Student Senator	Ms. Heva Olfman	(2024)
Undergraduate Student Senator	Mr. Findley McSevney	(2023)

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## **UNDERGRADUATE COUNCIL**

### **Ex Officio Members**

Chancellor	Ms Santee Smith
President	Dr. David Farrar
Provost and Vice-President (Academic)	Dr. Susan Tighe
Vice-Provost (Teaching and Learning)	Dr. Kim Dej
Associate Dean (Academic), Faculty of Business	Dr. Sue McCracken
Associate Dean (Academic), Faculty of Engineering	Dr. Sarah Dickson-Anderson
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. Elisabeth Marquis
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	Mr. Mandeep Malik	(2023)
Faculty of Engineering	Dr. Cheryl Quenneville	(2025)
Faculty of Health Sciences	Dr. Stacey Ritz	(2023)
Faculty of Humanities	Dr. Catherine Grise	(2024)
Faculty of Science	Dr. Rosa da Silva	(2025)
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. Natalie Chu	(2023)
Faculty of Business	Ms Angelina Macwan	(2023)
Faculty of Engineering	Ms Lila Al-Arabi	(2023)
Faculty of Health Sciences	TBD	(2023)
Faculty of Humanities	TBD	(2023)
Faculty of Science	Ms Cynthia Chung	(2023)
Faculty of Social Sciences	Ms Tuqa Al-Rammahi	(2023)

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## UNIVERSITY PLANNING COMMITTEE

### Ex Officio Members

Chancellor	Ms Santee Smith
Chair of the Board of Governors	Ms Jane Allen
Vice-Chair of the Board of Governors (delegate)	Mr. Brad Merkel
President	Dr. David Farrar
Provost and Vice-President (Academic) ( <b>Chair</b> )	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. Five 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. Jake Nease	(2025)
Elected Teaching Staff (Humanities)	Dr. Sara Bannerman	(2025)
Elected Teaching Staff (Health Sciences)	Dr. Mark Larché	(2023)
Elected Teaching Staff (Science)	Dr. Megumi Harada	(2023)
Elected Teaching Staff (Social Sciences)	Dr. Stephen Jones	(2023)
Elected Faculty Dean	Dr. Maureen MacDonald	(2023)
Elected Non-Teaching Staff	Ms Arlene Dosen	(2024)
Elected Graduate Student	Mr. Abdul Razak Alozi	(2024)
Elected Undergraduate Student	Mr. Ori Epstein	(2024)

as of May 24, 2022

## JUDICAL PANELS AND BOARD 2022 - 2023

### Senate Board for Student Appeals

#### Faculty Members

Business	Dr. Sherman Cheung	2023		
Engineering	Dr. Kim Jones (Vice-Chair)	2023		
Health Sciences	Dr. Sara Andres	2024	appoint	2-year term (Sept 1, 2022 - Aug 31, 2024)
Health Sciences	Dr. Lori Letts	2023		
Health Sciences	Dr. Michelle MacDonald	2024	appoint	2-year term (Sept 1, 2022 - Aug 31, 2024)
Humanities	Dr. Jeffery Donaldson	2023		
Science	Dr. Luc Bernier	2024	appoint	2-year term (Sept 1, 2022 - Aug 31, 2024)
Science	Dr. Ali Hashemi	2024	appoint	2-year term (Sept 1, 2022 - Aug 31, 2024)
Science	Dr. Veronica Rodriguez Moncalvo	2024	appoint	2-year term (Sept 1, 2022 - Aug 31, 2024)
Science	Dr. Kalai Saravanamuttu (Chair)	2023		
Social Sciences	Dr. James Ingram	2024	appoint	2-year term (Sept 1, 2022 - Aug 31, 2024)
Social Sciences	Dr. David Young	2024	appoint	2-year term (Sept 1, 2022 - Aug 31, 2024)

#### Undergraduate Students

Engineering	Mr. Alexander Damjanovski	2024	appoint	2-year term (Sept 1, 2022 - Aug 31, 2024)
Health Sciences	Mr. Matthew Ahn	2024	appoint	2-year term (Sept 1, 2022 - Aug 31, 2024)
Health Sciences	Ms Youyue (Nancy) He	2024		2-year term (Sept 1, 2022 - Aug 31, 2024)
Health Sciences	Ms Zoe Tsai	2023		
Humanities	Ms Marissa Cino	2024	appoint	2-year term (Sept 1, 2022 - Aug 31, 2024)
Science	Mr. Ahmed Abdalla	2024	appoint	2-year term (Sept 1, 2022 - Aug 31, 2024)
Social Sciences	Mr. Findley McSevney	2023		
Social Sciences	Dr. Nicholas Qua	2023	appoint	1-year term (Sept 1, 2022 - Aug 31, 2023)
Social Sciences	Ms Julia Schuurman	2024	appoint	2-year term (Sept 1, 2022 - Aug 31, 2024)

#### Graduate Students

Engineering	Mr. Hassan Abdhussain	2023		
Health Sciences	Mr. Jake Colautti	2024	appoint	2-year term (Sept 1, 2022 - Aug 31, 2024)
Humanities	Ms Nicole Areias	2023		

The Senate Board for Student Appeals shall consist of 12 members appointed by the Senate for **two-year terms (September 1 to August 31)** of whom six shall be faculty members who are not senior academic administrative officers, four shall be undergraduate students, and two shall be graduate students.

**We are proposing to expand the membership of the SBSA for the next few years.**

### Board-Senate Hearing Panel for Discrimination, Harassment, and Sexual Violence

#### Faculty Members

Business	Dr. Gillian Mulvale	2023		
Engineering	<b>Vacancy</b>			
Health Sciences	Dr. Sandeep Raha	2025	appoint	3-year term (July 1, 2022 - June 30, 2025)
Humanities	Dr. Joëlle Papillon	2024		
Science	Dr. Colin Seymour (Vice-Chair)	2025	renew	3-year term (July 1, 2022 - June 30, 2025)
Social Sciences	Dr. Yana Stainova	2024		

#### Undergraduate Students

Business	Mr. Tyler Woo	2023		
Health Sciences	Miss Zenab Gill	2024	appoint	2-year term (July 1, 2022 - June 30, 2024)
Social Sciences	Ms Kiara Thomas	2024	appoint	2-year term (July 1, 2022 - June 30, 2024)

#### Graduate Students

Health Sciences	Ms Germain-Sophie Ngana	2024	appoint	2-year term (July 1, 2022 - June 30, 2024)
Science	Mr. Noah Britt	2024	appoint	2-year term (July 1, 2022 - June 30, 2024)
Social Sciences	Ms Alexe Bernier	2024	appoint	2-year term (July 1, 2022 - June 30, 2024)

## Board-Senate Research Misconduct Hearings Panel

### Faculty Members

Business	Dr. Ron Balvers (Chair)	2023		
Business	Dr. Benson Honig	2025	renew	3-year term (July 1, 2022 - June 30, 2025)
Business	Dr. Erin Reid	2023		
Engineering	Dr. Ian Bruce	2023		
Engineering	Dr. Douglas Down	2023		
Engineering	Dr. Carlos Filipe	2025	renew	3-year term (July 1, 2022 - June 30, 2025)
Health Sciences	Dr. Gail Gauvreau	2023		
Health Sciences	Dr. Brenda Vrkljan (Vice-Chair)	2024		
Health Sciences	Dr. Mark Walton	2024		
Humanities	Dr. Barry Allen	2023		
Humanities	Dr. Paula Gardner	2025	appoint	3-year term (July 1, 2022 - June 30, 2025)
Humanities	Dr. Stephanie Springgay	2024		
Science	Dr. Nick Bock	2025	renew	3-year term (July 1, 2022 - June 30, 2025)
Science	Dr. Aaron Childs	2024		
Science	Dr. Matt Valeriotte	2023		
Social Sciences	Dr. Stephen McBride	2023		
Social Sciences	Dr. James Benn	2025	appoint	3-year term (July 1, 2022 - June 30, 2025)
Social Sciences	Dr. Mirna Carranza	2025	appoint	3-year term (July 1, 2022 - June 30, 2025)

### Undergraduate Students

Health Sciences	Ms Gabrielle Trepanier	2024		
	<b>Vacancy</b>			
Science	Mr. Sahil Kamani	2023		

### Graduate Students

Health Sciences	Ms Sarah Medeiros	2023		
Science	Ms Teagan Lauriente	2025	appoint	3-year term (July 1, 2022 - June 30, 2025)
Social Sciences	Ms Maddie Brockbank	2025	appoint	3-year term (July 1, 2022 - June 30, 2025)

### staggered 3-year terms, once renewable

Senate: 18 tenured faculty, 3 undergrad, 3 graduate. The Chair shall be a tenured faculty member. One Vice-Chair from among the members appointed by the Senate.

Board of Governors: 12 **full-time staff** members who have been **employees of the University for at least two years** appointed by the Board of Governors after consultation with the appropriate staff associations. One Vice-Chair shall be from among the staff members.

## Faculty Discipline Board

Business	Dr. Rick Hackett	2025	renew	3-year term (July 1, 2022 - June 30, 2025)
Engineering	Dr. William Farmer	2025	renew	3-year term (July 1, 2022 - June 30, 2025)
Health Sciences	Dr. Judith West-Mays	2023		
Humanities	Dr. Daniel Coleman	2024		
Science	Dr. Herb Schelhorn	2024		
Social Sciences	Dr. Cyril Levitt	2023		

6 tenured faculty members at the rank of professor appointed for staggered three-year terms

### Tenure and Promotion Appeals Nominating Committee

Business	Dr. Ron Balvers	2023	renew	1-year term (July 1, 2022 - June 30, 2023)
Engineering	Dr. Jamal Deen	2023	renew	1-year term (July 1, 2022 - June 30, 2023)
Health Sciences	Dr. Stephanie Atkinson	2023	renew	1-year term (July 1, 2022 - June 30, 2023)
Humanities	Dr. Alison McQueen	2023	appoint	1-year term (July 1, 2022 - June 30, 2023)
Science	Dr. Bhagwati Gupta	2023	appoint	1-year term (July 1, 2022 - June 30, 2023)
Social Sciences	Dr. Bradley Ruffle	2023	appoint	1-year term (July 1, 2022 - June 30, 2023)

Six full-time tenured faculty members, normally at the rank of professor, not necessarily drawn from Senate, one from each of the Faculties of Business, Engineering, Health Sciences, Humanities, Science and Social Sciences, none of whom, during his or her term on the Committee, shall be a member of a Faculty Tenure and Promotion Committee or of the Senate Committee on Appointments. **(1-year appointments)**

### Faculty Adjudicators

#### Undergraduate Adjudicators

Business	Dr. Rita Cossa	2024		
Business	Dr. Frances Tuer	2025	appoint	3-year term (July 1, 2022 - June 30, 2025)
Business	Dr. Kevin Veenstra	2024		
Engineering	Dr. William Farmer	2024		
Engineering	Dr. Sharam Shirani	2025	appoint	3-year term (July 1, 2022 - June 30, 2025)
Engineering	Dr. Martin von Mohrenschildt	2025	appoint	3-year term (July 1, 2022 - June 30, 2025)
Health Sciences	Dr. Alexander Hynes	2024		
Health Sciences	Dr. Caitlin Mullarkey	2025	appoint	3-year term (July 1, 2022 - June 30, 2025)
Health Sciences	Dr. Jennifer Nash	2025	appoint	3-year term (July 1, 2022 - June 30, 2025)
Humanities	Dr. Iris Bruce	2024		
Humanities	Dr. Joe Sokalski	2025	appoint	3-year term (July 1, 2022 - June 30, 2025)
Science	Dr. Krista Madsen	2023		
Science	Dr. Shaiya Robinson	2025	appoint	3-year term (July 1, 2022 - June 30, 2025)
Science	Dr. Colin Seymour	2025	appoint	3-year term (July 1, 2022 - June 30, 2025)
Social Sciences	Dr. Svetlana Demidova	2024		
Social Sciences	Dr. Hannah Holmes	2025	appoint	3-year term (July 1, 2022 - June 30, 2025)

#### Graduate Adjudicator

Business	Dr. Yair Berson	2025	appoint	3-year term (July 1, 2022 - June 30, 2025)
Engineering	Dr. Syrus Ware	2025	appoint	3-year term (July 1, 2022 - June 30, 2025)
Humanities	Dr. Bonny Ibhawoh	2024		

The Provost, in consultation with the Faculty Deans and the Dean of Graduate Studies, shall make recommendations regarding the appointment of adjudicators to the Senate Committee on Appointments. **Adjudicators shall be appointed by Senate for a renewable three-year term, to a maximum of two terms.**

A Faculty and the School of Graduate Studies may choose to have more than one Faculty Adjudicator, but no more than three should be appointed within a Faculty or the School of Graduate Studies.



## 2022-23 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 Debbie Martin (Acting)	
Ex Officio	Dean, Faculty of Business	Dr. Khaled Hassanein	
Ex Officio	Dean, Faculty of Engineering	Dr. Heather Sheardown	
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	<b>Dr. Steve Hranilovic</b>	
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	<b>Dr. Narat Charupat</b>	June 30, 2025
Teaching Staff	Faculty of Business	<i>Vacancy</i>	June 30, 2023
Teaching Staff	Faculty of Engineering	Dr. Wael El-Dakhakhni	June 30, 2024
Teaching Staff	Faculty of Engineering	<b>Dr. Mehdi Narimani*</b>	June 30, 2025
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	<b>Dr. Joëlle Papillon</b>	June 30, 2025
Teaching Staff	Faculty of Humanities	<b>Dr. Claudia Emerson</b>	June 30, 2025
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	<i>Vacancy</i>	June 30, 2024
Teaching Staff	Faculty of Social Sciences	Dr. Chris Sinding	June 30, 2024
Teaching Staff	Faculty of Social Sciences	<b>Dr. Nathan Andrews</b>	June 30, 2025
Teaching Staff	Faculty of Social Sciences	<b>Dr. Hendrik Poinar</b>	June 30, 2023
Teaching Staff	Faculty of Social Sciences	<i>Vacancy</i>	June 30, 2023
Teaching Staff	Faculty of Social Sciences	<i>Vacancy</i>	June 30, 2023
Teaching Staff	Faculty of Science	Dr. Paul Faure	June 30, 2024
Teaching Staff	Faculty of Science	<b>Dr. Kalai Saravanamuttu</b>	June 30, 2024
Teaching Staff	Faculty of Science	<b>Dr. Paul Higgs</b>	June 30, 2025
Teaching Staff	Faculty of Science	<b>Dr. Paul Andrews</b>	June 30, 2025
Teaching Staff	Faculty of Science	Dr. Maikel Rheinstadter	June 30, 2023
Teaching Staff	Faculty of Science	Dr. Lia Bronsard*	June 30, 2023

## 2022-23 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	<b>Dr. Dina Brooks*</b>	June 30, 2025
Teaching Staff	Faculty of Health Sciences	<b>Dr. Alfonso Iorio</b>	June 30, 2025
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		<b>Dr. Mark Boda</b>	June 30, 2025
Alumni Representative		Ms Bernadette Corpuz	June 30, 2024
Alumni Representative		Mr. Keegan Johnson	June 30, 2024
Alumni Representative		<b>Ms Brenda O'Connor</b>	June 30, 2025
Alumni Representative		Mr. Jim McCaughey	June 30, 2023
Board Representative		<b>Dr. Brenda Vrkljan</b>	June 30, 2025
Board Representative		<b>Dr. Deborah Sloboda</b>	June 30, 2023
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	<i>Vacancy</i>	
Student Representative - Undergraduate	Faculty of Health Sciences	<i>Vacancy</i>	June 30, 2023
Student Representative - Undergraduate	Faculty of Humanities	Ms Shaden Ahmed	June 30, 2023
Student Representative - Undergraduate	Faculty of Science	<b>Mr. Ahmed Abdalla</b>	June 30, 2024
Student Representative - Undergraduate	Faculty of Social Sciences	Mr. Findley McSevney	June 30, 2023
Student Representative - Graduate	Faculty of Business	<b>Mx Si Liu</b>	June 30, 2024
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	<b>Ms Heva Olfman</b>	June 30, 2024
Student Representative - Graduate	Faculty of Science	Mr. Hasan Siddiqui	June 30, 2023
Student Representative - Graduate	Faculty of Social Sciences	<b>Mx Kusum Bhatta</b>	June 30, 2024

\* Board of Governors Representative

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

**a. Actions Taken on Behalf of Senate: Graduate Expectations Arising from the McMaster Vaccination Policy**

A recommendation to approve the revisions to the Graduate Expectations for McMaster Vaccination Policy for inclusion in the General Regulations in the Graduate Calendar 2022-2023 was approved by the Senate Executive Committee on June 22, 2022.

**b. Actions Taken on Behalf of Senate: Faculty of Health Sciences Associate Member Policy**

A recommendation to approve the establishment of the Faculty of Health Sciences Associate Member Policy was approved by the Senate Executive Committee on June 22, 2022.

**c. Actions Taken on Behalf of Senate: Terms of Reference**

**i. Name Change – Jack Hirsh Professorship in Thrombosis**

A recommendation to approve the renaming of the Jack Hirsh Professorship in Thrombosis to the Jack Hirsh-Clive Kearon Chair in Thrombosis was approved by the Senate Executive Committee on June 22, 2022.

**ii. Associate Chair, Research, Faculty of Engineering**

Received for information.

**SENATE: FOR INFORMATION**  
**September 14, 2022**



**School of Graduate Studies**

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

Phone 905.525.9140  
Ext. 23679  
Fax 905.521.0689  
<http://www.mcmaster.ca/graduate>

**REPORT TO SENATE EXECUTIVE**  
*from the*  
**GRADUATE COUNCIL**

**For Approval**

**I. Graduate Expectations Arising from the McMaster Vaccination Policy (Attachment)**

At its meeting on June 7<sup>th</sup>, Graduate Council approved the revision of the Graduate Expectations arising from the McMaster Vaccination Policy.

It is now recommended that Senate approve the establishment of the Graduate Expectations for McMaster Vaccination Policy for inclusion in the General Regulations in the Graduate Calendar 2022-2023.

**II. Faculty of Health Sciences Associate Member Policy (Attachment)**

At the same meeting, Graduate Council approved the Faculty of Health Sciences Associate Member Policy.

It is now recommended that Senate approve the establishment of the Faculty of Health Sciences Associate Member Policy.

## Graduate Expectations for McMaster Vaccination Policy

As of May 1, 2022, McMaster paused its [Vaccination Policy](#) but will continue to follow emerging guidance from University experts and Public Health officials.

**Should pandemic circumstances shift, the University will review the situation, which may result in the reinstatement of a mask mandate and/or the resumption of a vaccination policy.** Resumption of a vaccination policy will require that access to campus be limited to those fully vaccinated against COVID-19, unless a human rights exemption is obtained.

Students will be notified directly upon resumption of a vaccination policy. Students will be expected to adhere to any academic regulations, which are developed in compliance with Public Health guidance and the University's health and safety policies, including any vaccination policy that is in effect. **Any applicable deadline(s) for compliance will be clearly communicated.**

Any student found to violate a mask mandate or vaccination policy that is in effect will be prohibited from accessing University property and may be subject to outcomes and/or sanctions under the [Code of Student Rights and Responsibilities](#).

Students are expected to actively participate in classes, which will require regular attendance on campus. To minimize any potential disruption to completing their courses, **all students are strongly encouraged to be fully vaccinated against COVID-19, including booster shots.**

Students enrolled in clinical placements, cooperative work experiences, or other external experiential course requirements may have to comply with additional external vaccination requirements at their worksite or study site. Certain graduate programs whose students work routinely with vulnerable populations (e.g. Social Work) still require students to be vaccinated. Students in health professional programs in the Faculty of Health Sciences must complete the [Health Screening Record requirements](#), which may include COVID-19 vaccination.

## DRAFT

Faculty of Health Sciences Policy on **Associate Membership of Thesis Supervisory Committees.**

Last Revised: 10 May 2022

### Background and Rationale

Permission for faculty to supervise students in thesis-based MSc and PhD programs is subject to review and approval by the Vice-Provost and Dean of Graduate Studies. This is normally delegated to the Associate Dean of the student's Faculty. Considerations for the approval of supervisory privileges in health sciences graduate programs include evidence of research qualifications, experience, and active engagement in health research, experience with graduate education, familiarity with the relevant disciplinary training culture, and the ability to commit to supervisory assignments. In all cases, primary supervisors of thesis students must have academic appointments at McMaster. In accordance with the McMaster Senate Supplementary Policy Statement, SPS 11, supervisors will normally be full-time faculty but faculty with part-time appointments may be considered, if this is strongly justified by other relevant criteria.

Permission to participate as a member of MSc and PhD supervisory committees may be granted to advisors who are not approved to serve as primary supervisors in the Faculty of Health Sciences, and this is subject to the same review and approval. Whereas it is a general requirement that thesis-based graduate students are advised and evaluated by a supervisory committee composed of McMaster faculty members, there may be instances when a student benefits from the regular and formal involvement of advisors who do not have such appointments, and may not meet the criteria for approval, more generally. For example, such advisors may be clinical or public health experts working in health care or in public health units. They may work in government, community organizations, industry, or hospital systems. The culturally appropriate conduct of research may require the participation of elders and other advisors from Indigenous communities. Restrictions on graduate research advising should allow important perspectives from outside the boundaries traditionally defined by academic status and expertise.

### Associate Membership of Thesis Supervisory Committees.

Such necessary advisors who do not meet the criteria to serve as members of the supervisory committee may be appointed as *associate members* of supervisory committees for MSc or PhD students. *Associate members* have a formal role similar in most respects to other advisory committee members. They are expected to participate regularly in supervisory committee meetings and to advise regarding the proposal, conduct, and writing of the student's research, according to the following provisions:

1. Where an *associate member* is appointed, the membership of the supervisory committee must otherwise meet the requirements of the Graduate Calendar, including an approved supervisor and two other approved faculty members. The size of the advisory committee, including supervisor and *associate member* must not exceed four members.

2. The inclusion of an *associate member* must be approved by the program director at the request of the student and the supervisor.
3. The role of the *associate member* is strictly advisory. *Associate members shall not* be involved in formally evaluating the student (e.g., on supervisory committee forms or at the defense), approving proposals, research plans, thesis drafts, or in decisions about adequate progress and recommendations for withdrawal.
4. The *associate member* should be invited to participate in all aspects of advising, including attendance at supervisor committee meetings, consultation between meetings, and feedback on written drafts.
5. A supervisory committee meeting may proceed in the absence of the *associate member*, where the supervisor deems this necessary to facilitate timely scheduling of meetings. The supervisory meeting form should note whether the advisor was present.
6. The *associate member* is a non-voting participant at the defense. The *associate member* does not count toward the required composition and number of members of the examining committee, as specified in the Graduate Calendar. The *associate member* should be invited to participate at the defense, but the defense may proceed without the participation of the *associate member*, if the requirements for the examining committee are otherwise met. The *associate member* is entitled to ask questions in the manner of other members of the examining committee. The supervisor must ensure that the Chair of the defense and, where applicable, the external examiner are aware of the role of the *associate member*, emphasizing that this is an approved, formal role.

June 6, 2022

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

**Re: Conversion of the Jack Hirsh Professorship in Thrombosis to the Jack Hirsh-Clive Kearon Chair in Thrombosis**

On behalf of the Faculty of Health Sciences, I would like to recommend the name of the Jack Hirsh Professorship in Thrombosis be changed to the **Jack Hirsh-Clive Kearon Chair in Thrombosis**.

The Jack Hirsh Professorship in Thrombosis was established in 2013 through a joint funding agreement between McMaster University and Hamilton Health Sciences via the Thrombosis & Atherosclerosis Research Institute (TaARI), a joint research institute of the University and Hamilton Health Sciences.

Dr. Clive Kearon was appointed as the inaugural professorship holder in July 2013. He held this position until June 2020 when he sadly passed away. In honour of Dr. Kearon's international leadership in the diagnosis and treatment of thromboembolic disorders, the Department of Medicine undertook a fundraising initiative to support the elevation of the Professorship to a Chair named in his memory.

To supplement the gifts received from generous donors, the Department of Medicine and TaARI committed additional matching funds so that the Jack Hirsh Professorship in Thrombosis could be converted to a fully-funded Chair known as the Jack Hirsh-Clive Kearon Chair in Thrombosis. Dr. Hirsh has been consulted on this matter and is supportive of the name change.

To coincide with this change, the terms of reference are being updated with the new name.

Please note that the current holder of the Professorship, Dr. Patricia Liaw, will continue to hold the Chair position after this conversion. Her current term is scheduled to end on June 30, 2025.

Thank you for considering this recommendation. Enclosed please find a copy of the original and revised terms of reference.

Yours sincerely,



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

Encl.

PO/sm



## **TERMS OF REFERENCE**

### **Jack Hirsh Professorship in Thrombosis**

#### **General**

Transfers of funds from Hamilton Health Sciences and McMaster University have been directed to the Faculty of Health Sciences to provide support for the *Jack Hirsh Professorship in Thrombosis*. The research, education interests and accomplishments of the incumbent will encompass a broad and comprehensive range of issues.

#### **Details and Duties**

The holder of the Professorship shall be an individual with sufficient research and education experience and who has demonstrated interest in and capability to implement the objectives set out below.

Specifically, the holder of the Professorship will:

- As holder of the Jack Hirsh Professorship in Thrombosis, hold an appointment in the Department of Medicine in the Faculty of Health Sciences at McMaster University.
- Be an integral part of the institutional vision towards establishing and maintaining a world-class thrombosis program which exemplifies the central values of the University and the Department of Medicine.
- Contribute significantly to the body of scholarship in the area of thrombosis, through teaching, research and/or clinical work at McMaster University.
- Undertake the normal duties of a faculty member in the Faculty of Health Sciences and the Department of Medicine, including participation in the education programs of the Department.

#### **Selection Process**

The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate ad-hoc Selection Committee, which shall include, at a minimum, the Associate Dean, Research, the Chair of the Department of Medicine and the Executive Director of the Thrombosis and Atherosclerosis Research Institute (TaARI). The Committee will forward its recommendation to the Senate Committee on Appointments.

#### **Term**

An appointment to the Jack Hirsh Professorship in Thrombosis shall be for up to five (5) years, with the understanding that renewal for additional terms is possible.

#### **Acknowledgement**

The incumbent will acknowledge that she/he holds the "*Jack Hirsh Professorship in Thrombosis*" in all publications, lectures and any other activities supported through the fund.

April 2013

## **TERMS OF REFERENCE**

### **Jack Hirsh-Clive Kearon Chair in Thrombosis**

#### **General**

Transfers of funds from Hamilton Health Sciences, McMaster University, and generous individual donors have been directed to the Faculty of Health Sciences to provide support for the *Jack Hirsh-Clive Kearon Chair in Thrombosis*. The research, education interests and accomplishments of the incumbent will encompass a broad and comprehensive range of issues.

#### **Details and Duties**

The holder of the Chair shall be an individual with sufficient research and education experience and who has demonstrated interest in and capability to implement the objectives set out below.

Specifically, the Chairholder will:

- As holder of the Jack Hirsh-Clive Kearon Chair in Thrombosis, hold an appointment in the Department of Medicine in the Faculty of Health Sciences at McMaster University.
- Be an integral part of the institutional vision towards establishing and maintaining a world-class thrombosis program which exemplifies the central values of the University and the Department of Medicine.
- Contribute significantly to the body of scholarship in the area of thrombosis, through teaching, research and/or clinical work at McMaster University.
- Undertake the normal duties of a faculty member in the Faculty of Health Sciences and the Department of Medicine, including participation in the education programs of the Department.

#### **Selection Process**

The Dean and Vice-President of the Faculty of Health Sciences will appoint an appropriate ad-hoc Selection Committee, which shall include, at a minimum, the Vice Dean, Research, the Chair of the Department of Medicine, and the Executive Director of the Thrombosis and Atherosclerosis Research Institute (TaARI). The Selection Committee will invite and receive nominations for the Chair and make recommendations for the appointment to the Dean and Vice-President for approval. Once approved, the Dean and Vice-President will forward the Selection Committee's recommendation to the Senate Committee on Appointments.

#### **Term**

An appointment to the Jack Hirsh-Clive Kearon Chair in Thrombosis 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 she/he holds the "*Jack Hirsh-Clive Kearon Chair in Thrombosis*" in all publications, lectures and any other activities supported through the fund.

June 2022



## MEMORANDUM

**Date:** June 8, 2022  
**To:** Senate Committee on Appointments  
**Cc:** Susan Tighe, Provost & Vice-President, Academic  
**From:** Heather Sheardown, Acting Dean and Professor   
**SUBJECT:** Terms of Reference: Associate Chair, Research

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I wish to inform the Senate Committee on Appointments that the Faculty of Engineering has approved a change to the governance structure in the departments within the School of Applied Engineering Sciences to include a new role of Associate Chair (Research), effective July 1, 2022.

Please see attached the terms of reference.

Thank you.

**TERMS OF REFERENCE**  
**ASSOCIATE CHAIR, RESEARCH**

**FUNCTIONS:**

The Associate Chair, Research (ACR) is an important leadership role and shall be a coordinator, facilitator, and promotor for research activity within the Department.

The primary objective of this role is to foster and promote excellence in research within the Department and inculcate an environment of scholarly activity. In addition to maintaining an active research program, the Associate Chair, Research will initiate the collaborative process of determining and re-examining the research mission, goals, and objectives of the department.

The Associate Chair, Research will have overall knowledge of the research activities and roles of faculty members within the Department and will provide support to all faculty in establishing new research collaborations and engagements. The role will provide additional support to the Chair in helping all faculty to meet their research goals. The Associate Chair, Research will be cognizant of research and innovation activities within the Faculty of Engineering and across the University, and of opportunities to support those activities, both administratively and financially, and to recognise and celebrate research achievements. The Associate Chair, Research will also support the Chair and Associate Chairs in planning and future growth and development.

**ACCOUNTABILITIES:**

The Associate Chair, Research will primarily handle the overall planning and issues affecting research in the Department, and will support, through leadership and role modeling, an environment in which research, and innovation will occur.

Strategic Planning

1. Assisting the faculty members in the development of grants and funding opportunities in research
2. Supporting faculty in growing their HQP complement
3. Providing guidance on research impact and evaluation

Relationships

1. Accountable to the Chair for overall direction and operation of research-related activities
2. Develops and maintains relationships with faculty and others who are involved in research and the administration of research activities, including, but not limited to, the Associate Dean for Research, Innovation and External Relations, other Associate Chairs, Research within and outside the Faculty of Engineering, the McMaster Industry Liaison Office (MILO), the Research Office for Administration, Development and Support (ROADS), Research Finance, and the Office of the Vice President Research.

The Associate Chair, Research must meet the following criteria:

- will be a tenured faculty member at the rank of Associate Professor or Professor within the Department
- holds a full-time faculty appointment in the Department
- holds a PhD or equivalent and has a combination of teaching and research experience
- has a demonstrated record in research and a demonstrated potential for effective administration

Approved: June 7, 2022

#### Reporting Requirements:

The Associate Chair, Research is accountable to the Department Chair. They will meet with the Chair and agree upon specific measurable research goals and objectives and will annually produce a short report on research outcomes and successes that will be disseminated to the Department and the Faculty.

The Associate Chair, Research will participate on a faculty-level committee chaired by the Associate Dean, Research, Innovation and External Relations.

#### Rules and Procedures – Renewal or Replacement

The term of role is three (3) years, renewable once. Prior to the end of each term, the Chair will form a committee and invite applications for the position. The incumbent is eligible to apply for a second three-year term. Should the incumbent apply for a second term, the Chair, in consultation with the committee, will decide on the reappointment. The performance of the Associate Chair, Research will be reviewed annually by the Chair during the annual Record of Activities. Yearly renewal will be contingent upon agreed upon performance objectives and satisfactory performance appraisals.

#### Responsibilities and Activities of the Position

The Associate Chair, Research will:

- act as a resource to the Department and will support faculty in reaching their long-term research goals
- provide an additional source of general mentorship to new faculty in the establishment of their research programs and/or careers
- foster opportunities for research experiences for all levels of HQP including undergraduate students, graduate students, residents, fellows/post-doctoral trainees and their inclusion in departmental research events
- review research proposals and provide advice and feedback
- provide support and facilitation of existing research projects, where requested
- assist in enhancing the quality of research, e.g., through advice on outreach and dissemination opportunities
- provide support and guidance on managing any external research evaluation processes which may be introduced
- work with the Associate Dean, Research, Innovation, and External Relations to raise the profile of research undertaken in the Department
- work with the Associate Dean and Office of the Vice President (Research) on issues related to commercialization, e.g., development of intellectual property, creation of start-ups, etc.
- work with the Associate Dean to identify and coordinate strategic research opportunities with industrial research partners of relevance to the Department
- be aware of research staff and infrastructure within the Department, and will be a resource to staff with respect to the renewal of said infrastructure
- advise the Chair on the status of any Departmental research deliverables, e.g., University-level reporting on Research Centres
- act as a resource to all faculty members with respect to research or other related endeavors
- be available to assist the faculty member to set goals and direct the individual to the appropriate resources to achieve these goals
- any other duties that may be assigned by the Chair

#### Support/Stipend

An annual stipend of \$4,000 will be paid bi-weekly for this academic administrative role. Appropriate administrative support will be provided.

#### **COMPOSITION:**

Faculty member

Approved: June 7, 2022