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.

A. OPEN SESSION

OPENING REMARKS

1. APPROVAL OF AGENDA – OPEN SESSION

CONSENT

2. MINUTES OF PREVIOUS MEETING – JUNE 8, 2022 (OPEN SESSION)

3. COMMUNICATIONS

   Information
   a. Senate Primer and Confidentiality
   b. Senate Meeting Schedule for 2022-2023
   c. Senate Committee List for 2022 - 2023
   d. Senate Membership List for 2022-2023

4. REPORT FROM THE EXECUTIVE COMMITTEE

   Executive Committee Report

   Information
   a. Actions Taken on Behalf of Senate: Graduate Expectations Arising from the McMaster Vaccination Policy
   b. Actions Taken on Behalf of Senate: Faculty of Health Sciences Associate Member Policy
   c. Actions Taken on Behalf of Senate: Terms of Reference

REGULAR

5. BUSINESS ARISING

6. ENQUIRIES

7. COMMUNICATIONS

8. OTHER BUSINESS
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

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

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 Bernadette Corpuz (2024)

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 (Chair): 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 (Consultant): Ms Melissa Pool
Convocation & Curriculum Officer (Consultant): Ms Cathy Mackenzie (Acting)
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 (Chair) 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

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 (Chair) Dr. Stephanie Springgay (2024)
Teaching Staff (Vice-Chair) Dr. Narat Charupat (2025)
Teaching Staff Dr. Paul Andrews (2025)
COMMITTEE ON STUDENT AFFAIRS

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

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)

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 (Chair)          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
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 (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)
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)
**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) (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. 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) |
JUDICIAL 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 Abdulhussain 2023
- **Health Sciences**: Mr. Jake Colautti 2024 appoint 2-year term (Sept 1, 2022 - Aug 31, 2024)
- **Humanities**: Ms Nicole Areias 2023
- **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)

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. Gilian Mulvale 2023
- **Engineering**: Vacancy
- **Health Sciences**: Dr. Sandeep Raha 2025 appoint 3-year term (July 1, 2022 - June 30, 2025)
- **Health Sciences**: Dr. Joelle 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 Germaine-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**

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Name</th>
<th>Term Start</th>
<th>Term End</th>
<th>Term Status</th>
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</thead>
<tbody>
<tr>
<td>Business</td>
<td>Dr. Ron Balvers (Chair)</td>
<td>2023</td>
<td></td>
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<tr>
<td>Business</td>
<td>Dr. Benson Honig</td>
<td>2025</td>
<td>renew</td>
<td>3-year term (July 1, 2022 - June 30, 2025)</td>
</tr>
<tr>
<td>Business</td>
<td>Dr. Erin Reid</td>
<td>2023</td>
<td></td>
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<tr>
<td>Engineering</td>
<td>Dr. Ian Bruce</td>
<td>2023</td>
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</tr>
<tr>
<td>Engineering</td>
<td>Dr. Douglas Down</td>
<td>2025</td>
<td>renew</td>
<td>3-year term (July 1, 2022 - June 30, 2025)</td>
</tr>
<tr>
<td>Engineering</td>
<td>Dr. Carlos Filipe</td>
<td>2025</td>
<td>renew</td>
<td>3-year term (July 1, 2022 - June 30, 2025)</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Dr. Gail Gauvreau</td>
<td>2023</td>
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<tr>
<td>Health Sciences</td>
<td>Dr. Brenda Vrkljan (Vice-Chair)</td>
<td>2024</td>
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<tr>
<td>Health Sciences</td>
<td>Dr. Mark Walton</td>
<td>2024</td>
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<tr>
<td>Humanities</td>
<td>Dr. Barry Allen</td>
<td>2023</td>
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<tr>
<td>Humanities</td>
<td>Dr. Paula Gardner</td>
<td>2025</td>
<td>appoint</td>
<td>3-year term (July 1, 2022 - June 30, 2025)</td>
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<tr>
<td>Humanities</td>
<td>Dr. Stephanie Springgay</td>
<td>2024</td>
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<tr>
<td>Science</td>
<td>Dr. Nick Bock</td>
<td>2025</td>
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<td>3-year term (July 1, 2022 - June 30, 2025)</td>
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<td>Science</td>
<td>Dr. Aaron Childs</td>
<td>2024</td>
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<td>Science</td>
<td>Dr. Matt Valeriote</td>
<td>2023</td>
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<tr>
<td>Social Sciences</td>
<td>Dr. Stephen McBride</td>
<td>2023</td>
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<tr>
<td>Social Sciences</td>
<td>Dr. James Benn</td>
<td>2025</td>
<td>appoint</td>
<td>3-year term (July 1, 2022 - June 30, 2025)</td>
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<tr>
<td>Social Sciences</td>
<td>Dr. Mina Carranza</td>
<td>2025</td>
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<td>3-year term (July 1, 2022 - June 30, 2025)</td>
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**Undergraduate Students**

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<tr>
<th>Discipline</th>
<th>Name</th>
<th>Term Start</th>
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<tbody>
<tr>
<td>Health Sciences</td>
<td>Ms Gabrielle Trepanier</td>
<td>2024</td>
</tr>
<tr>
<td>Science</td>
<td>Mr. Sahil Kamani</td>
<td>2023</td>
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<tr>
<td><strong>Vacancy</strong></td>
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**Graduate Students**

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<th>Term Start</th>
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<tr>
<td>Health Sciences</td>
<td>Ms Sarah Medeiros</td>
<td>2023</td>
</tr>
<tr>
<td>Science</td>
<td>Ms Teagan Lauriente</td>
<td>2025</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Ms Maddie Brodkbank</td>
<td>2025</td>
</tr>
</tbody>
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**Faculty Discipline Board**

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<th>Discipline</th>
<th>Name</th>
<th>Term Start</th>
<th>Term Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business</td>
<td>Dr. Rick Hackett</td>
<td>2025</td>
<td>renew</td>
</tr>
<tr>
<td>Engineering</td>
<td>Dr. William Farmer</td>
<td>2025</td>
<td>renew</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Dr. Judith West-Mays</td>
<td>2023</td>
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</tr>
<tr>
<td>Humanities</td>
<td>Dr. Daniel Coleman</td>
<td>2024</td>
<td></td>
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<tr>
<td>Science</td>
<td>Dr. Herb Schelhorn</td>
<td>2024</td>
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</tr>
<tr>
<td>Social Sciences</td>
<td>Dr. Cyril Levitt</td>
<td>2023</td>
<td></td>
</tr>
</tbody>
</table>

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)

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. Synus Ware  2025 appoint 3-year term (July 1, 2022 - June 30, 2025)
Humanities Dr. Bonny Ibhawoh  2024

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)

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

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Title</th>
<th>Full Name</th>
<th>Term End</th>
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<tbody>
<tr>
<td>Ex Officio</td>
<td>Chancellor</td>
<td>Ms Santee Smith</td>
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<tr>
<td>Ex Officio</td>
<td>President &amp; Vice-Chancellor</td>
<td>Dr. David Farrar</td>
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<td>Provost and Vice President, Academic</td>
<td>Dr. Susan Tighe</td>
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<tr>
<td>Ex Officio</td>
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<td>Ms Saher Fazlaz</td>
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<tr>
<td>Ex Officio</td>
<td>Dean and Vice-President (Health Sciences)</td>
<td>Dr. Paul O'Byrne</td>
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<td>Dr. Karen Mossman</td>
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<tr>
<td>Ex Officio</td>
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<td>Ms Debbie Martin (Acting)</td>
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<tr>
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<td>Dean, Faculty of Business</td>
<td>Dr. Khaled Hassanein</td>
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<td>Dr. Heather Sheardown</td>
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<td>Dr. Pamela Swett</td>
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<td>Dr. Maureen MacDonald</td>
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<td>Dean, Faculty of Social Sciences</td>
<td>Dr. Jeremiah Hurley</td>
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<tr>
<td>Ex Officio</td>
<td>Principal, McMaster Divinity College</td>
<td>Dr. Stanley Porter</td>
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<td>Ex Officio</td>
<td>Undergraduate Council Chair</td>
<td>Dr. Kim Dej</td>
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<tr>
<td>Ex Officio</td>
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<td>Dr. Lorraine Carter</td>
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<td>Dr. Sue McCracken</td>
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<td><strong>Dr. Narat Charupat</strong></td>
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<td><strong>Dr. Claudia Emerson</strong></td>
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<td>Dr. Lia Bronsard*</td>
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<td>Dr. Michael McGillion</td>
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<td>Ms Bernadette Corpuz</td>
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<td>Mr. Keegan Johnson</td>
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<td>Mr. Jim McCaughey</td>
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<td>Dr. Brenda Vrdijan</td>
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<td>Ms Sarrah Lal</td>
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<td>Student Representative - Undergraduate</td>
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<td>Mr. Tyler Woo</td>
<td>June 30, 2023</td>
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<td>Ms Shaden Ahmed</td>
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<td>June 30, 2023</td>
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<td>Student Representative - Graduate</td>
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<td>Mx Si Liu</td>
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<td>Mr. Moustafa Naiem Abdel-Mooty</td>
<td>June 30, 2023</td>
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<td>Student Representative - Graduate</td>
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<td>Ms Amanda Bakke</td>
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<td>Faculty of Social Sciences</td>
<td>Mx Kusum Bhatta</td>
<td>June 30, 2024</td>
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</table>

* 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
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 7th, 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.
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 asks 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,

[Signature]

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

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 promoter 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