

Senate

Wednesday, September 11, 2019 at 3:30 PM
Gilmour Hall, Council Room (Room 111)

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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McMaster University

SENATE MINUTES

VOL. LXXIII

**Wednesday, June 5, 2019 at 3:30 p.m.
In the Council Room (111), Gilmour Hall**

PRESENT: Dr. Patrick Deane (Chair), Dr. David Farrar, Mr. Aaron Roberts, Dr. Alison Holloway, Mr. Andrew Colgoni, Ms Anita Acai, Dr. Anne Niec, Mr. Cam Brandreth, Dr. Catherine Anderson, Dr. Christina Baade, Dr. Doug Welch, Dr. Erik Sorensen, Dr. Hans Boden, Dr. Ian Dworkin, Dr. Jerry Hurley, Dr. Karen Mossman, Dr. Katherine Cuff, Dr. Kim Dej, Dr. Leonard Waverman, Dr. Mary Silcox, Ms Mary Williams, Mr. Maxwell Lightstone, Dr. Megan Brickley, Ms Moira Taylor, Dr. Nancy Doubleday, Dr. Nicola Nicolici, Dr. Phil Zylla, Dr. Philippa Carter, Dr. Robert O'Brien, Mr. Roger Couldrey, Dr. Sigal Balshine, Dr. Spencer Smith, Mr. Tevin Heath, Dr. Thomas Adams, Ms Helen Ayre (Acting University Secretary), Ms Michelle Zheng (Associate University Secretary), Ms Alysha Suckert (Governance Coordinator)

OBSERVERS: Ms Carolyn Brendon, Dr. Sandra Carroll, Ms Esme Davies, Dr. Susan Denburg, Dr. Jacy Lee, Dr. Michel Grignon, Dr. Jean Wilson, Dr. Arig al Shaibah

REGRETS RECEIVED: Dr. Aaron Schat, Ms Alannah De Angelis, Dr. Ana Campos, Ms Beth Manganelli Staite, Dr. Bonny Ibhawoh, Dr. Brenda Vrkljan, Mr. Devin Roshan, Mr. Gary Collins, Dr. Ishwar Puri, Dr. James Gillett, Mr. Jim McCaughey, Dr. Jonathan Schertzer, Dr. Ken Cruikshank, Dr. Lorraine Carter, Ms Maleeha Qazi, Dr. Mark Walton, Dr. Martin Beckmann, Dr. Maureen MacDonald, Dr. Narat Charupat, Dr. Pamela Baxter, Dr. Paul O'Byrne, Dr. Peter Miu, Ms Rebecca Jamieson, Dr. Stanley Porter, Dr. Susan Searls Giroux

A. OPEN SESSION

OPENING REMARKS

Dr. Deane welcomed members to the meeting and thanked the following retiring Senators for their service:

- *Ms Rebecca Jamieson, Board Representative*
- *Dr. Narat Charupat, Ms. Alannah De Angelis, DeGroote School of Business*
- *Dr. Spencer Smith, Mr. Maxwell Lightstone, Faculty of Engineering*
- *Dr. Brenda Vrkljan, Dr. Jonathan Schertzer, Mr. Devin Roshan, Ms Maleeha Qazi, Faculty of Health Sciences*

- *Dr. Mary Silcox, Dr. Catherine Anderson, Dr. Bonny Ibhawoh (research leave), Dr. Martin Beckman (research leave), Mr. Jason Chestney, Mr. Aaron Roberts, Faculty of Humanities*
- *Dr. Sigal Balshine, Dr. Ana Campos, Dr. Ian Dworkin (research leave), Faculty of Science*
- *Dr. Philippa Carter, Dr. James Gillett, Mr. Cam Brandreth, Faculty of Social Sciences*

Dr. Deane updated members on the status of the University Secretary Selection Committee noting that the work is well underway, and the goal is to have a replacement Secretary in place as soon as possible after Ms Helen Ayre's departure on June 21, 2019. Dr. Deane thanked Ms Ayre for her service over the last couple of months.

Last week the Juravinski gift was announced which will create an endowment of more than \$100 million to support researchers across McMaster, Hamilton Health Sciences, and St. Joseph's. This estate gift is one of Canada's largest ever legacy gifts and will provide up to \$5 million a year to the institutions in perpetuity. Dr. Deane congratulated and thanked Dr. Paul O'Byrne and Ms Mary Williams for their work over many years to finalize this gift.

Dr. Deane noted that Convocation is next week and encouraged members of faculty to attend and celebrate the achievements of our students and of the University. Members were reminded of the importance of the Honorary Degree nomination process and were encouraged to think about appropriate honourees, discuss potential nominations with their Deans, and to submit nominations for review by the Honorary Degrees Committee early in the Fall.

Being the final meeting of the academic year, Dr. Deane thanked everyone and wished them well for the summer.

1 APPROVAL OF AGENDA – OPEN SESSION

There were no requests to move items from the Consent to the Regular agenda for the Open Session. There was a request to present the Budget presentation earlier in the agenda, after Communications.

It was duly moved and seconded,

that Senate approve the Open Session agenda for the meeting of June 5, 2019 and that item 2 be approved by Consent.

The motion was **carried**.

CONSENT

2 MINUTES of the Meeting of May 15, 2019 – Open Session

Motion:

That the minutes of the Open Session portion of the meeting held on May 15, 2019 be approved as circulated.

Approved by Consent.

REGULAR

3 BUSINESS ARISING

Report from the Committee on Academic Integrity

Dr. Philippa Carter, Chair of the Committee on Academic Integrity, presented the report.

At its meeting on May 15, 2019, Senate considered the recommendation of the Committee on Academic Integrity for revisions to Section 18 of the Academic Integrity Policy, including the addition of two new offences. Members of Senate raised concerns that students might be penalized unnecessarily because of these new clauses and felt that they should be referred back for clarification.

On May 28, 2019, the Committee on Academic Integrity approved revisions to the Academic Integrity Policy and now recommends them to Senate.

It was duly moved and seconded,

That Senate, on the recommendation of the Committee on Academic Integrity, approve the revisions to the Academic Integrity Policy effective July 1, 2019 as circulated.

Some members noted that the changes to the proposed language describing the new offences did not address their concerns. The language was still viewed as too broad. Members discussed possible situations in which individuals failed to protect their login information and suggested including the word “*deliberate*” or “*intentional*” in the policy.

The motion **failed**.

This matter will be discussed again by the 2019-20 Committee on Academic Integrity.

4 ENQUIRIES

A student senator raised an enquiry. Mr. Tevin Heath noted that students have addressed him regarding the University not showing support for the Toronto Raptors. Mr. Heath explained that the Raptors have made it to the NBA finals and the University has not sent out any supportive messages via social media. It was suggested that McMaster acknowledge the Raptors to show students that the institution is reachable and connected.

5 COMMUNICATIONS**Institutional Quality Assurance Process Cyclical Program Reviews for 2016-18**

Dr. Doug Welch provided an overview of the Final Assessment Reports for the Cyclical Program Reviews.

Dr. Welch explained that once every eight years a program needs to be reviewed. The Quality Assurance Committee ensures that the same standard of care is being applied to the reviews and that there is a process. The Committee determines what is in scope and considers the responses to the review.

A question was asked regarding the Linguistics Program. Dr. Welch explained that in some situations the latest in cycle reviews have not produced their reports yet and therefore have not gone to Quality Assurance. The report is likely to be presented with the next report.

Report from University Planning Committee

Dr. David Farrar presented the report from the University Planning Committee.

On May 15, 2019, the University Planning Committee received a presentation on the Consolidated Budget for information and comment. Dr. Steve Hanna, Chair of the Budget Committee, was invited to present the Budget to Senate.

Dr. Hanna thanked Mr. Iain Clarkson, Ms Lou Mitton, Dr. David Farrar and Mr. Roger Couldrey.

This year's budget is \$1.1 billion, 2/3 of which is the operating budget. Dr. Hanna provided Senate with an overview of the budgeting process and noted that the budget is structurally balanced. Highlights of impacts on the budget include the provincial funding framework, the 10% cut to tuition, and international enrollment. Next year tuition will be frozen, and the assumption is that tuition will remain frozen for some time. McMaster's domestic enrollment is already at the top of the corridor, so the focus will be on increasing international enrollment. Increased international enrollment will bring with it demands for services such as English support, transition support, and possible space. As well, there could be new risks, so international enrollment needs to be diversified. Dr. Hanna explained that Provincial grants are expected to remain flat while costs and salaries will increase.

A question was asked regarding the endowment component. Ms Mitton indicated that the endowment can be displayed differently next year to ease understanding

Members of Senate discussed enrolment diversity. Dr. Farrar explained that the university is trying to diversify the country of origin of international students as part of the long-term plan. If the student body represents the world it will be a better

student experience and create a diversity of ideas. Each Faculty has different targets for international enrollment, and it depends on the availability of space, courses and programs.

A question was asked regarding the cancelled capital project related to graduate students. Dr. Deane explained that the previous government had committed funds to support capital projects needed for graduate enrolment expansion. While the universities have complied with the government's goal of expanding graduate enrolment, the new Provincial Government has now cancelled the funding, leaving McMaster with a shortfall of approximately \$53 million over the remaining life of the original program. The program was introduced in 2007/08 and was to run until 2026/27 with McMaster receiving approximately \$5million per year. Dr. Deane noted that this is affecting all institutions, and it effects all capital projects being funded by the Province.

Dr. Hanna, Mr. Clarkson and Ms Mitton withdrew from the meeting.

6 REPORT FROM GRADUATE COUNCIL

Dr. Doug Welch, Vice-Provost and Dean of Graduate Studies, presented the report from Graduate Council, which included two items for approval.

Item 1: Change to Cotutelle Policy

A number of changes were proposed to the policy as a result of the recommendations from the Graduate Council Working Group who reviewed the policy and process around Cotutelle arrangements at McMaster.

Dr. Welch explained that Cotutelle involves a student undertaking a doctoral program at two distinct institutions. The program Cotutelle has been in place for a number of years and is being revised based on experience to date.

It was duly moved and seconded,

That Senate, on the recommendation of Graduate Council, approve the changes to the Cotutelle Policy, as circulated.

The motion was **carried**.

Item 2: Change to Admission Requirements (M.H.M.)

The program adjusted their admission requirements in response to the IQAP review, which suggested that information be provided on how non-regulated health professionals will be assessed for admission. The admission text will now include the following provision: *Non-regulated health professional candidates will be considered if they have a minimum of 12 months working experience within the healthcare system as a healthcare professional OR supervisory experience of regulated health professionals.* This is

intended to create transparency in the requirements for non-regulated health professional candidates.

It was duly moved and seconded,

That Senate, on the recommendation of Graduate Council, approve the change to admission requirements for the M.H.M. program, as circulated.

The motion was **carried**.

The additional items were for information.

7 REPORT FROM THE BY-LAWS COMMITTEE

Dr. Deane presented the report from the By-Laws Committee.

1. Amendments to the Faculty of Science By-Laws

At its meeting on May 27, 2019, the Committee reviewed, and recommended for Senate approval, the amendments to the Faculty of Science By-Laws.

It was duly moved and seconded,

That Senate, on the recommendation of the Committee on By-Laws, approve the proposed amendments to the Faculty of Science By-Laws as circulated.

The motion was **carried**.

2. Amendments to the Faculty of Business By-Laws

At its meeting on May 27, 2019, the Committee reviewed and recommended for Senate approval the amendments to the Faculty of Business By-Laws.

It was duly moved and seconded,

That Senate, on the recommendation of the Committee on By-Laws, approve the proposed amendments to the Faculty of Business By-Laws as circulated.

The motion was **carried**.

3. Report from the Ad Hoc Committee to Review the By-Laws of the Senate of McMaster University that Govern Elections

At its meeting on May 27, 2019, the Committee reviewed and discussed the recommendations from the Ad Hoc Committee to Review the By-Laws of the Senate of McMaster University that Govern Elections.

It was duly moved and seconded,

That Senate, on the recommendation of the Committee on By-Laws, receive for information the report from the Ad Hoc Committee to Review the By-Laws of the Senate of McMaster University that Govern Elections and refer the report to the 2019/20 By-Laws Committee for a detailed review and recommendations.

A student senator noted how student senators could be a beneficial resource and point of contact for other students, including those interested in participating in governance, and expressed interest in having a meeting space allocated to student senators.

The motion was **carried**.

8 REPORT FROM THE UNIVERSITY PLANNING COMMITTEE

This report was presented earlier in the agenda.

9 REPORT FROM THE COMMITTEE ON APPOINTMENTS

Dr. Alison Holloway, Chair of the Committee on Appointments, presented the report.

Dr. Holloway explained that in December 2017, Senate was presented with the recommendations of the Drafting Committee to Review Material Provided to External Referees for Promotion of Teaching-Stream Faculty. The recommendations were referred back to the Committee on Appointments for amendments to SPS B8, Policy for Referees – Teaching-Stream Faculty. SPS B8 was later presented and approved at Senate in April 2018. The recommendations of the Drafting Committee for revisions to the Tenure and Promotion Policy and to SPS B5 and SPS B12 were not brought back to Senate for approval.

The Committee on Appointments is now recommending approval of the remaining amendments.

It was duly moved and seconded,

That the Senate approve, for recommendation to the Board of Governors, revisions to the ‘McMaster University Revised Policy and Regulations With Respect to Academic Appointment, Tenure and Promotion (2012)’ and to Supplementary Policy Statements B5 and B12, as set out in the attached report of the Drafting Committee to Review Material Provided to External Referees for Promotion of Teaching-Stream Faculty.

The motion was **carried**.

10 REPORT FROM THE PROVOST

Dr. David Farrar presented the report.

Dr. Farrar explained that he is requesting Senate approval that the position of Manager, Faculty Appointments and Records, in the Office of the Provost be added to the list of official Observers found in Schedule “A” of the Senate By-laws.

As it is a straightforward matter that does not require the attention of the By-laws Committee, Dr. Farrar requested that Senate waive the requirement for referral to that Committee and give final approval to the revision at this time.

It was duly moved and seconded,

That Senate suspend Article XV, Section 175 of its By-laws and approve the addition of the Manager, Faculty Appointments and Records, in the Office of the Provost to the list of Observers found in Schedule “A” of the Senate By-laws.

The motion was **carried**.

11 OTHER BUSINESS

There was no other business for the open session.

September 4, 2019

TO: Members and Observers of the McMaster University Senate

FROM: Ms A. Thyret-Kidd
University Secretary

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

Introduction:

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

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

Powers of Senate:

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

- Appoint the Chancellor;
- Nominate, for appointment by the Board, a person for the position of President;
- Nominate for appointment by the Board, one or more Vice-Presidents, the Deans, the University Librarian, the University Registrar, and the members of the teaching staff of the University, excluding a person to be appointed for a stated period of time;

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

Composition of Senate:

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

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

In addition to these members, the Senate By-laws extend Observer status to a number of academic administrators and the Presidents of the faculty and various student associations. Observers do not vote or present motions and normally do not participate in debate. The Chair may occasionally recognise an Observer who wishes to make a comment or who has particular knowledge of the material being considered.

Confidentiality:

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

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

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

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

Standing Committees of Senate:

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

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

One of the most frequent of the Senate Committees is the **Committee on Appointments**. It is responsible for tenure policy, promotion policy, research leave policy, and policies and procedures related to academic appointments. It also reviews the cases of all faculty members who are recommended for promotion or tenure each year from each of the six Faculties and makes the decision on whether tenure or promotion should be granted. This Committee nominates the memberships of selection committees for senior academic administrators and

receives recommendations from those committees for approval and subsequent recommendation to the Senate and Board of Governors.

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

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

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

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

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

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

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

The **Board-Senate Research Misconduct Hearings Panel**, the **Board-Senate Sexual Harassment/Anti-Discrimination Hearings Panel** and the **Faculty Discipline Board** provide

pools of potential members from which tribunals may be appointed to hear appeals and grievances under the relevant Senate and Board policies.

Councils of Senate:

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

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

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

SENATE MEETING SCHEDULE
2019-20 Academic Session
at 3:30 p.m.
In the Council Room (Room 111), Gilmour Hall

Wednesday, September 11, 2019

Wednesday, October 9, 2019

Wednesday, November 13, 2019

Wednesday, December 11, 2019

Second Term

Wednesday, January 15, 2020

Wednesday, February 12, 2020

Wednesday, March 11, 2020

Wednesday, April 8, 2020

Wednesday, May 13, 2020

Wednesday, June 3, 2020

2019-20 Senate Membership for Information

Appointment	Title	Full Name	Term End
Ex Officio	Chancellor	Ms Santee Smith	x
Ex Officio	President & Vice-Chancellor	Dr. David Farrar (Acting)	
Ex Officio	Provost and Vice President, Academic	Dr. Susan Searls Giroux (Acting)	
Ex Officio	Vice-President (Administration)	Mr. Roger Couldrey	
Ex Officio	Dean and Vice-President (Health Sciences)	Dr. Paul O'Byrne	
Ex Officio	Vice-President (Research)	Dr. Karen Mossman (Acting)	
Ex Officio	Vice-President (University Advancement)	Ms. Mary Williams	
Ex Officio	Dean, Faculty of Business	Dr. Leonard Waverman	
Ex Officio	Dean, Faculty of Engineering	Dr. Ishwar Puri	
Ex Officio	Dean, Faculty of Humanities	Dr. Pamela Swett	
Ex Officio	Dean, Faculty of Science	Dr. Maureen MacDonald	
Ex Officio	Dean, Faculty of Social Sciences	Dr. Jeremiah Hurley	
Ex Officio	Vice-Provost and Dean of Graduate Studies	Dr. Doug Welch	
Ex Officio	Principal, McMaster Divinity College	Dr. Stanley Porter	
Ex Officio	Undergraduate Council Chair	Dr. Kim Dej (Acting)	
Ex Officio	Director, Centre for Continuing Education	Dr. Lorraine Carter	
Teaching Staff	Faculty of Business	Dr. Peter Miu	June 30, 2021
Teaching Staff	Faculty of Business	Dr. Sherman Cheung	June 30, 2022
Teaching Staff	Faculty of Business	Dr. Aaron Schat	June 30, 2020
Teaching Staff	Faculty of Engineering	Dr. Nicola Nicolici	June 30, 2021
Teaching Staff	Faculty of Engineering	Dr. Kim Jones	June 30, 2022
Teaching Staff	Faculty of Engineering	Dr. Thomas Adams	June 30, 2020
Teaching Staff	Faculty of Humanities	Dr. Christina Baade	June 30, 2021
Teaching Staff	Faculty of Humanities	Dr. Kathryn Mattison	June 30, 2021
Teaching Staff	Faculty of Humanities	Dr. Chandrima Chakraborty	June 30, 2022
Teaching Staff	Faculty of Humanities	Dr. Martin Horn	June 30, 2022
Teaching Staff	Faculty of Humanities	Dr. Joseph Sokalski	June 30, 2020
Teaching Staff	Faculty of Humanities	Dr. Nancy Doubleday	June 30, 2020
Teaching Staff	Faculty of Social Sciences	Dr. Megan Brickley	June 30, 2021
Teaching Staff	Faculty of Social Sciences	Dr. Katherine Cuff	June 30, 2021
Teaching Staff	Faculty of Social Sciences	Dr. Judy Fudge	June 30, 2022
Teaching Staff	Faculty of Social Sciences	Dr. Ameil Joseph	June 30, 2022
Teaching Staff	Faculty of Social Sciences	Dr. Robert O'Brien	June 30, 2020
Teaching Staff	Faculty of Social Sciences	Dr. Victor Satzewich	June 30, 2020
Teaching Staff	Faculty of Science	Dr. Kim Dej	June 30, 2021
Teaching Staff	Faculty of Science	Dr. Hans Boden	June 30, 2021
Teaching Staff	Faculty of Science	Dr. Patrick Bennett	June 30, 2022
Teaching Staff	Faculty of Science	Dr. Laura Parker	June 30, 2022
Teaching Staff	Faculty of Science	Dr. Bhagwati Gupta	June 30, 2020
Teaching Staff	Faculty of Science	Dr. Erik Sorensen	June 30, 2020

2019-20 Senate Membership for Information

Teaching Staff	Faculty of Health Sciences	Dr. Pamela Baxter	June 30, 2021
Teaching Staff	Faculty of Health Sciences	Dr. Mark Walton	June 30, 2021
Teaching Staff	Faculty of Health Sciences	Dr. Dina Brooks	June 30, 2022
Teaching Staff	Faculty of Health Sciences	Dr. Janie Astephen-Wilson	June 30, 2022
Teaching Staff	Faculty of Health Sciences	Dr. Alison Holloway	June 30, 2020
Teaching Staff	Faculty of Health Sciences	Dr. Anne Niec	June 30, 2020
McMaster Divinity College		Dr. Phil Zylla	June 30, 2021
Alumni Representative		Ms Moira Taylor	June 30, 2021
Alumni Representative		Mr. Gary Collins	June 30, 2021
Alumni Representative		Ms. Beth Manganelli Staite	June 30, 2022
Alumni Representative		Mr. Jim McCaughey	June 30, 2020
Board Representative		Dr. Juliet Daniel	June 30, 2022
Board Representative		Ms Leah Allen	June 30, 2022
Board Representative		<i>Vacancy</i>	
Student Representative - Undergraduate	Faculty of Business	Mr. Ryan Whitcher	June 30, 2021
Student Representative - Undergraduate	Faculty of Engineering	Mr. Daniel Morrison	June 30, 2020
Student Representative - Undergraduate	Faculty of Health Sciences	Mr. Muneeb Ahmed	June 30, 2021
Student Representative - Undergraduate	Faculty of Humanities	Ms Geil Astorga	June 30, 2021
Student Representative - Undergraduate	Faculty of Science	Mr. Tevin Heath	June 30, 2020
Student Representative - Undergraduate	Faculty of Social Sciences	Ms Cassidy Bereskin	June 30, 2021
Student Representative - Graduate	Faculty of Business	Ms. Mariam Munawar	June 30, 2020
Student Representative - Graduate	Faculty of Engineering	Mr. Sahand Sepehrvand	June 30, 2021
Student Representative - Graduate	Faculty of Health Sciences	<i>Vacancy</i>	
Student Representative - Graduate	Faculty of Humanities	<i>Vacancy</i>	
Student Representative - Graduate	Faculty of Science	Ms Anita Acai	June 30, 2021
Student Representative - Graduate	Faculty of Social Sciences	<i>Vacancy</i>	

**MEMBERSHIPS OF STANDING COMMITTEES AND BOARDS
OF SENATE
FOR THE 2019-2020 ACADEMIC YEAR**

EXECUTIVE COMMITTEE

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

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

Teaching Staff Senator	Dr. Aaron Schat	(2020)
Teaching Staff Senator	Dr. Dina Brooks	(2022)
Teaching Staff Senator	Dr. Kim Jones	(2022)
Teaching Staff Senator	Dr. Christina Baade	(2021)
Teaching Staff Senator	Dr. Jerry Hurley	
Alumni Senator	Mr. Jim McCaughey	(2020)
Graduate Student Senator	Ms Anita Acai	(2021)
Undergraduate Student Senator	Mr. Ryan Whitcher	(2021)

COMMITTEE ON APPOINTMENTS

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

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

Teaching Staff Senator	Dr. Nicola Nicolici	(2021)
Teaching Staff Senator	Dr. Chandrima Chakraborty	(2022)
Teaching Staff Senator	Dr. Katherine Cuff	(2021)
Teaching Staff Senator	Dr. Vic Satzewich	(2020)
Teaching Staff Senator	Dr. Patrick Bennett	(2022)
Teaching Staff Senator	Dr. Peter Miu	(2021)
Teaching Staff Senator (Chair)	Dr. Alison Holloway	(2020)
Student Senator	Ms Anita Acai	(2021)

COMMITTEE ON HONORARY DEGREES

Chancellor (Chair)	Ms Santee Smith	
President	Dr. David Farrar (Acting)	
Teaching Staff Senator	Dr. Erik Sorensen	(2020)
Teaching Staff Senator	Dr. Nancy Doubleday	(2020)
Teaching Staff Senator	Dr. Anne Niec	(2020)
Teaching Staff Senator	Dr. Megan Brickley	(2021)
Alumni Member of Senate	Ms Beth Manganelli Staite	(2022)

COMMITTEE ON UNIVERSITY CEREMONIALS AND INSIGNIA

Chancellor	Ms Santee Smith	
President	Dr. David Farrar (Acting)	
University Bedel	Dr. Michel Rathbone	
Teaching Staff Senator (Chair)	Dr. Martin Horn	(2022)
Teaching Staff Senator	Dr. Laura Parker	(2022)
Teaching Staff Senator	Dr. Ameil Joseph	(2022)
Teaching Staff Senator	Dr. Kim Dej	(2021)
Teaching Staff Senator	Dr. Kim Jones	(2022)
Teaching Staff Senator	Dr. Hans Boden	(2021)
Graduate Student Senator	Mr. Sahand Sepehrvand	(2021)
Undergraduate Student Senator	Ms Geil Astorga	(2021)
Registrar (<i>Consultant</i>)	Ms Melissa Pool	

COMMITTEE ON BY-LAWS

Chancellor	Ms Santee Smith	
President	Dr. David Farrar (Acting)	
<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 (Chair)	Dr. Peter Miu	(2021)
Teaching Staff	Dr. Judy Fudge	(2022)
Teaching Staff	Dr. Kathryn Mattison	(2021)

COMMITTEE ON ACADEMIC INTEGRITY

Chancellor	Ms Santee Smith	
President	Dr. David Farrar (Acting)	
Vice-Provost and Dean of Graduate Studies	Dr. Douglas Welch	
Vice-Provost (Faculty)	Dr. Kim Dej (Acting)	
Teaching Staff Senator	Dr. Thomas Adams	(2020)
Teaching Staff Senator	Dr. Joseph Sokalski	(2020)
Teaching Staff Senator	Dr. Robert O'Brien	(2020)
Teaching Staff Senator (Chair)	Dr. Laura Parker	(2022)
Undergraduate Student Senator	Ms Cassidy Bereskin	(2021)
Graduate Student Senator	Mr. Sahand Sepehrvand	(2021)
Academic Integrity Officer (<i>Consultant</i>)	Ms Kim Mason	
Registrar (<i>Consultant</i>)	Ms Melissa Pool	
Associate Registrar and Secretary of the School of Graduate Studies (<i>Consultant</i>)	Ms Stephanie Baschiera	

COMMITTEE ON STUDENT AFFAIRS

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

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

Teaching Staff Senator	Dr. Pamela Baxter	(2021)
Teaching Staff	Dr. Kathryn Mattison	(2020)
Teaching Staff	Dr. Bhagwati Gupta	(2020)

Undergraduate Student (part-time)	TBD
Undergraduate Student (full-time)	TBD
Undergraduate Student (residence)	TBD

Graduate Student Senator	Mariam Munawar
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UNIVERSITY PLANNING COMMITTEE

Ex Officio Members

Chancellor	Ms Santee Smith
Chair of the Board of Governors	Mr. Brad Merkel
Vice-Chair of the Board of Governors	Mr. Paul Douglas
President	Dr. David Farrar (Acting)
Provost and Vice-President (Academic) (Chair)	Dr. Susan Searls Giroux (Acting)
Vice-President (Administration)	Mr. Roger Couldrey
Vice-President (Research)	Dr. Karen Mossman (Acting)
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	Dr. Ana Campos	(2021)
Elected Teaching Staff	Dr. John Preston	(2022)
Elected Teaching Staff	Dr. Michele George	(2022)
Elected Teaching Staff	Dr. Joanna Pierazzo	(2020)
Elected Teaching Staff	Dr. Julie Richardson	(2020)
Elected Faculty Dean	Dr. Ishwar Puri	(2022)
Elected Non-Teaching Staff	Ms Arlene Dosen	(2021)
Elected Graduate Student	Mr. Rodrigo Narro Perez	(2020)
Elected Undergraduate Student	Mr. Tevin Heath	(2020)

UNDERGRADUATE COUNCIL

Ex Officio Members

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

Elected Faculty Members

Faculty of Business	Dr. Emad Mohammad	(2020)
Faculty of Engineering	Mr. Cameron Churchill	(2022)
Faculty of Health Sciences	Dr. Ruth Chen	(2020)
Faculty of Humanities	Dr. Jeffery Donaldson	(2021)
Faculty of Science	Dr. Rosa da Silva	(2022)
Faculty of Social Sciences	Dr. Tristan Carter	(2021)

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	Ms Jessica Gut	(2020)
Faculty of Business	Ms Raagavi Ramintheran	(2020)
Faculty of Engineering	Ms Lacey Wice	(2020)
Faculty of Health Sciences	<i>Vacancy</i>	
Faculty of Humanities	<i>Vacancy</i>	
Faculty of Science	Ms Chen Chen	(2020)
Faculty of Social Sciences	Ms Tanisha Palmer	(2020)

TENURE AND PROMOTION APPEALS NOMINATING COMMITTEE

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 – July 1 to June 30)

		Initial Appointment
Faculty of Business	Dr. Ron Balvers*	2016-2017
Faculty of Engineering	Dr. Jamal Deen*	2007-2008
Faculty of Health Sciences	Dr. Stephanie Atkinson*	2005-2006
Faculty of Humanities	Dr. William Hanley*	2016-2017
Faculty of Science	Dr. Bruce Milliken	
Faculty of Social Sciences	Dr. Dorothy Pawluch*	2019-2020

SENATE BOARD FOR STUDENT APPEALS

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

Faculty Member (Chair)	Dr. Anne Niec*	Health Sciences	(2020)
Faculty Member (Vice-Chair)	Dr. Aaron Schat *	Business	(2020)
Faculty Member	Dr. Kalai Saravanamuttu*	Science	(2020)
Faculty Member	Dr. Natalia Nikolova*	Engineering	(2020)
Faculty Member	Dr. Christina Baade*	Humanities	(2020)
Faculty Member	Dr. Kim Jones	Engineering	(2020)
Undergraduate Student	Geil Astorga	Humanities	(2020)
Undergraduate Student	Mr. Daniel Morrison*	Engineering	(2020)
Undergraduate Student	Muneeb Ahmed	Health Sciences	(2020)
Undergraduate Student	Mr. Tevin Heath*	Science	(2020)
Graduate Student	Sahanad Sepehrvand	Engineering	(2020)
Graduate Student	Anita Acai	Science	(2020)

BOARD-SENATE RESEARCH MISCONDUCT HEARINGS PANEL

Senate Component: 18 tenured faculty members appointed by the Senate after consultation with the Faculty Association, 3 graduate and 3 undergraduate students appointed by the Senate, 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. *Members of the Panel shall be appointed for staggered 3-year terms, once renewable, effective July 1.* The Chair and one Vice-Chair of the Panel shall be appointed by Senate from among the tenured faculty members; one Vice-Chair shall be appointed by the Board of Governors from among the staff members.

Faculty Member	Business	Dr. Benson Honig	(2022)
Faculty Member	Business	Dr. Ron Balvers (CHAIR)	(2020)
Faculty Member	Business	Dr. Brian Detlor	(2020)
Faculty Member	Engineering	Dr. Chan Ching	(2020)
Faculty Member	Engineering	Dr. Gianluigi Botton	(2020)
Faculty Member	Engineering	Dr. Carlos Filipe*	(2022)
Faculty Member	Health Sciences	Dr. Alexander Ball	(2020)
Faculty Member	Health Sciences	Dr. Brenda Vrkljan	(2021)
Faculty Member	Health Sciences	Dr. Mark Walton	(2021)
Faculty Member	Humanities	Dr. Lorraine York	(2021)
Faculty Member	Humanities	Dr. Barry Allen	(2020)
Faculty Member	Humanities	Dr. Suzanne Crosta*	(2022)
Faculty Member	Science	Dr. Niko Yiannakoulais	(2022)
Faculty Member	Science	Dr. Joanna Wilson	(2022)
Faculty Member	Science	Dr. Kari Dalnoki-Veress	(2020)
Faculty Member	Social Sciences	Dr. Tony Porter (VICE-CHAIR)	(2022)
Faculty Member	Social Sciences	Dr. Michael Veall	(2020)
Faculty Member	Social Sciences	Dr. Travis Kroeker	(2022)
Undergraduate Student		Maisha Ahmed	
Undergraduate Student		Julia Singer	
Undergraduate Student		<i>TBD</i>	
Graduate Student	Health Sciences	Valentina Antonipillai	
Graduate Student	Science	Erica Dao	
Graduate Student	Science	Joanna Makutsa	

**BOARD-SENATE HEARING PANEL FOR DISCRIMINATION, HARASSMENT, AND
SEXUAL VIOLENCE**

Senate Component: 6 members of the teaching staff, 3 undergraduate students, and 3 graduate students. The Chair is appointed by Senate from among the above members. Student members are appointed for two-year terms and teaching staff for three-year terms.

Teaching Staff Member	Health Sciences	Dr. Sandeep Raha	(2022)
Teaching Staff Member	Humanities	Dr. Elzbieta Grodek	(2021)
Teaching Staff Member	Business	<i>TBD</i>	
Teaching Staff Member	Engineering	Dr. Heather Sheardown (CHAIR)	(2022)
Teaching Staff Member	Social Sciences	Dr. Saara Greene	(2021)
Teaching Staff Member	Science	Dr. Colin Seymour (VICE-CHAIR)	(2022)
Graduate Student	Engineering	Mr. Maxwell Lightstone	(2021)
Graduate Student		<i>Vacancy</i>	(2021)
Graduate Student		<i>Vacancy</i>	(2020)
Undergraduate Student	Social Sciences	Mr. Cam Brandreth*	(2021)
Undergraduate Student	Business	Mr. Tevin Heath	(2020)
Undergraduate Student		Nikki Wong	(2021)

FACULTY DISCIPLINE BOARD

Six tenured faculty members at the rank of Professor (*staggered three-year terms*)

Tenured Faculty Member	Business	Dr. Rick Hackett*	(2022)
Tenured Faculty Member	Engineering	Dr. William Farmer*	(2022)
Tenured Faculty Member	Health Sciences	Dr. Judith West-Mays	(2020)
Tenured Faculty Member	Humanities	Dr. Daniel Coleman	(2021)
Tenured Faculty Member	Science	Dr. David Earn	(2021)
Tenured Faculty Member	Social Sciences	Dr. Cyril Levitt	(2020)

As of September 3, 2019



SENATE RECEPTION

13
NOV.
2019

JOIN US IMMEDIATELY
FOLLOWING SENATE IN
THE MDCL ATRIUM



**BRIGHTER
WORLD**

RSVP BY OCTOBER 23

SENATE@MCMASTER.CA

PLEASE LET US KNOW OF ANY DIETARY RESTRICTIONS.

REPORT TO SENATE
FROM THE
EXECUTIVE COMMITTEE

Open Session (Consent Agenda)

a. Actions Taken on Behalf of Senate: Cancellation of Fields M.Sc. and Ph.D. for Health Research Methodology

A recommendation to cancel the M.Sc. and Ph.D. fields for Health Research Methodology was approved by the Executive Committee on June 20, 2019 on behalf of Senate.

b. Actions Taken on Behalf of Senate: Change to Admission Requirements for Speech Language Pathology

A recommendation to change the admission requirements for Speech Language Pathology (M.Sc.) was approved by the Executive Committee on June 20, 2019 on behalf of Senate.

c. Actions Taken on Behalf of Senate: Terms of Reference for Assistant Dean, Child Life and Pediatric Psychosocial Care Graduate Program

A recommendation to approve the Terms of Reference for the Assistant Dean, Child Life and Pediatric Psychosocial Care Graduate Program was approved by the Executive Committee on June 20, 2019 on behalf of Senate.

d. Actions Taken on Behalf of Senate: Terms of Reference for Director, Chemical Biology Graduate Program

A recommendation to approve the amendments to the Terms of Reference for the Director, Chemical Biology Graduate Program was approved by the Executive Committee on June 20, 2019 on behalf of Senate.

e. Actions Taken on Behalf of Senate: Terms of Reference for Associate Director, Chemical Biology Graduate Program

A recommendation to approve the amendments to the Terms of Reference for the Associate Director, Chemical Biology Graduate Program was approved by the Executive Committee on June 20, 2019 on behalf of Senate.

f. Actions Taken on Behalf of Senate: Revisions to the Tenure and Promotion Policy

A recommendation to approve the revisions to the Tenure and Promotion Policy was approved by the Executive Committee on June 20, 2019 on behalf of Senate.

g. Actions Taken on Behalf of Senate: McMaster Institute on Health Equity Proposal

A recommendation to approve the establishment of the McMaster Institute on Health Equity, effective July 1, 2019 and the termination of the McMaster Institute for Healthier Environments, effective June 30, 2019 was approved by the Executive Committee on June 20, 2019 on behalf of Senate.

Senate: For Information September 11, 2019



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>

To : Senate

From : Christina Bryce
Assistant Graduate Secretary

Re : Report from Graduate Council

At its meeting on June 11th, Graduate Council approved the following for recommendation to Senate:

For Approval:

1. Faculty of Health Sciences

Health Research Methodology

Cancellation of Fields (M.Sc. and Ph.D.)

The program proposed to reduce the number of fields available within the program from five to three, consolidating the Health Services Research and Population Health fields into the 'Classic' field. The changes are proposed as the Health Services Research field no longer has a field leader and the field-specific course is no longer available to students. The Population Health Field has not been a popular option with students.

Speech Language Pathology

Change to Admission Requirements (M.Sc.)

The program proposed a change to their admission requirements, so that the biological science prerequisite course is now more narrowly defined as a human anatomy or physiology course. This change reflects the requirements for accreditation. They also proposed an increase to their overall TOEFL score as well as the reading, speaking and writing scores therein. This revision matches the requirements of the regulatory body for the program.

For Information:

2. Faculty of Health Sciences

Change to Calendar Copy (M.Sc. and Ph.D.)

The program proposed an addition to their calendar copy to note that all electives will be approved at the program level and that all HRM courses are approved to be such and fulfill degree requirements. A provision was also added to note that courses outside of the program may be eligible as electives but will require program approval.

3. Graduate Council Working Group Reports

Student-Supervisor Relationship

The working group was mandated to explore a broad spectrum of strains placed on the student-supervisor relationship with a view to identifying resources to build a healthy relationship right from the start. The committee identified and discussed a number of general issues witnessed throughout the McMaster campus. These issues are not discipline specific and their mitigation will require a multifaceted approach implemented over time. The primary recommendation of this working group was to prioritize investment in up-front training and information for supervisors; promotion of documents that will help to implement important practices in building positive relationships; and connecting students with peer-networks that will serve to mitigate building tensions early through positive social activities and healthy discussions. A number of specific strategies to meet this goal were recommended including the following:

- Deployment of a survey;
- The development of an effective website to consolidate the available resources and lays out a stepwise path to deal with potential conflicts and resolutions;
- Faculty training in how to deal with student conflicts;
- Peer mentorship strategies;
- Dialogue through social media;
- Update SGS 101 to include information about how to effectively manage student-supervisor relationships;
- Providing students with the option of getting training in professional communication through continuing education and
- Continued investment in the working group on Student Supervisor Relationships.

REPORT TO THE SENATE EXECUTIVE COMMITTEE

FROM THE

COMMITTEE ON APPOINTMENTS

Open Session

a. Terms of Reference

i. Assistant Dean, Child Life and Pediatric Psychosocial Care Graduate Program

On June 17, 2019, the Senate Committee on Appointments approved the Terms of Reference for the Assistant Dean, Child Life and Pediatric Psychosocial Care Graduate Program.

It is now recommended,

that the Senate Executive Committee approve, on behalf of Senate, the terms of reference for the Assistant Dean, Child Life and Pediatric Psychosocial Care Graduate Program, as circulated.

ii. Director, Chemical Biology Graduate Program

On June 17, 2019, the Senate Committee on Appointments approved the Terms of Reference for the Director, Chemical Biology Graduate Program.

It is now recommended,

that the Senate Executive Committee approve, on behalf of Senate, the amendments to the Terms of Reference for the Director, Chemical Biology Graduate Program, as circulated.

iii. Associate Director, Chemical Biology Graduate Program

On June 17, 2019, the Senate Committee on Appointments approved the Terms of Reference for the Associate Director, Chemical Biology Graduate Program.

It is now recommended,

that the Senate Executive Committee approve, on behalf of Senate, the amendments to the Terms of Reference for the Associate Director, Chemical Biology Graduate Program, as circulated.

b. Revisions to the Tenure and Promotion Policy

On June 17, 2019, the Senate Committee on Appointments approved the revisions to the Tenure and Promotion Policy.

It is now recommended,

that the Senate Executive Committee approve, on behalf of Senate, the revisions to the Tenure and Promotion Policy, as circulated.

SENATE EXECUTIVE: FOR APPROVAL
June 19, 2019



Dean and Vice-President
Faculty of Health Sciences

1280 Main Street West
Hamilton, ON Canada
L8S 4K1

Tel 905.525.9140 Ext. 22100
Fax: 905.546.0800
Email: deanfhs@mcmaster.ca
<http://www.fhs.mcmaster.ca>

31 May 2019

Senate Committee on Appointments
McMaster University
Gilmour Hall, Room 210


RE: Information Item - Change of Title to Assistant Dean, Child Life and Pediatric Psychosocial Care Graduate Program

On behalf of the Faculty of Health Sciences, I would like to inform you of the change of Ms. Cathy Humphreys' title from Director to Assistant Dean of the Child Life and Pediatric Psychosocial Care Graduate Program. Ms. Humphreys' term will remain unchanged with an end date of June 30, 2021.

Attached for your review are the Terms of Reference for this position.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Paul M. O'Byrne".

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

POB/mjw

**Faculty of Health Sciences
TERMS OF REFERENCE
for the ASSISTANT DEANS of graduate programs in Health Sciences:**

**Biochemistry, Child Life and Pediatric Psychosocial Care, Health Research Methodology (HRM),
Health Science Education, Medical Sciences, Nursing, Rehabilitation Science**

Assistant Deans of the Biochemistry, Child Life and Pediatric Psychosocial Care, Health Research Methodology, Health Science Education, Medical Sciences, Nursing, and Rehabilitation Science graduate programs will act on behalf of the Dean and will occupy recognized and important faculty administrative positions with major responsibilities for the effective operation of the Graduate Programs in the Faculty of Health Sciences (FHS). These responsibilities include assuming an active role in promoting the recruitment, education and welfare of graduate students, enhancing the quality of graduate education, and providing a channel of communication between graduate students, graduate faculty, the relevant Department Chair(s) or Associate Dean (Nursing or Rehabilitation Science), the Associate Dean of Graduate Studies (Health Sciences) and others (i.e., in the case of the Health Science Education Program, the Assistant Dean of the McMaster Faculty of Health Sciences Program in Education Research, Innovation and Theory). This may include discussions of issues regarding Department/School resources, finances and faculty complements as they pertain to the graduate program operations, support of graduate students, committee work and membership, or other tasks deemed important for the excellence of the graduate program.

Specific responsibilities of the Assistant Deans of FHS graduate programs include:

Administration

- Oversight of student recruitment, student enrolment, curriculum and policy changes in the maintenance and development of excellence within the relevant Graduate program and in consultation and assistance of the various committees that support the program. Provision of leadership in curriculum and policy review, program committee structure and membership, and specific activities such as research days, open houses or career information sessions.
- Oversight of the allocation of funding to support students (including TA, stipends and scholarship resources from the School of Graduate Studies or other sources), in consultation with the Associate Dean of Graduate Studies (Health Sciences) and others, as appropriate.
- Preparation of information as may be required by the Associate Dean of Graduate Studies (Health Sciences) or the Vice-Provost and Dean of Graduate Studies, in connection with recruitment, scholarship use, quality improvement, and periodic appraisals of graduate programs under the Institutional Quality Assurance Process (IQAP).
- Assumption of other duties as assigned by the Associate Dean of Graduate Studies (Health Sciences), including assisting with student or supervisor issues and the student appeal process.
- Assumption of other duties (e.g., Departmental/School leadership activities and oversight of the program administration) as may be assigned by the FHS Department Chairs/Associate Deans supporting

Approved at November 22, 2017 FHS Executive

the program.

Education

- Management of the development, implementation and ongoing refinement of curriculum, including provision of reports and proposals for policy and curriculum changes for submission to the Graduate Policy and Curriculum Committee (GPCC) and other approval bodies such as FHS Faculty Executive and Graduate Council. The Assistant Dean will be a voting member of GPCC.
- Oversight of the implementation of appropriate evaluation methods for students, faculty, and courses in the program.

Research

- Facilitation of educational research, and ongoing development and evaluation in graduate education.

Selection and Terms of Office

The Assistant Dean will recognize a dual responsibility to consult, inform and report to both the Associate Dean of Graduate Studies (Health Sciences) and the relevant Department Chair/Associate Dean within the Faculty of Health Sciences.

The leading candidate will be selected by an ad-hoc committee struck by the Associate Dean of Graduate Studies (Health Sciences) and relevant Department Chair or Associate Dean, in consultation with the Dean of Health Sciences, and is subject to approval of FHS Faculty Executive. The initial term is five years, after which the performance and future plans of the Assistant Dean will be reviewed with the Associate Dean of Graduate Studies (Health Sciences), who will propose that the individual concerned continue for a further five years or be replaced.

Approved at November 22, 2017 FHS Executive

June 11, 2019

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

For approval: Terms of Reference - Director, Chemical Biology Graduate Program

On behalf of the School of Graduate Studies and the Faculty of Health Sciences, we would like to recommend the attached updated terms of reference for approval.

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

Yours sincerely,



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

Encl.

POB/vc

TERMS OF REFERENCE

Director, Chemical Biology Graduate Program

The Director of the Chemical Biology Graduate Program acts as a senior academic leader who manages the daily functioning and effective operations of the program. S/he works closely with the representatives of participating Faculties to provide a channel of communication among graduate students, graduate faculty, and Department or Area Chairs from the Departments or Areas represented in the program.

Responsibilities of the Director include assuming an active role in promoting the recruitment, education, and welfare of the Program's students, enhancing the quality of graduate education, managing program finances and resources, and supervising Program staff.

The Program Director will recognize a dual responsibility to work with the Associate Director and consult with and inform the relevant Associate Deans of Graduate Studies, Faculty Deans, and the Chairs of participating Departments. This may include discussion of issues regarding Department/School resources and finances as they pertain to the graduate program operations, faculty complement, support of graduate students, committee work and membership, or other tasks deemed important for the excellence of the graduate program.

The Director will complete the following tasks and objectives.

Administration:

- Maintain oversight of program activities, with appropriate engagement of all participating faculties in program committees, communications and decisions.
- Maintain oversight of student recruitment, student enrolment, and curriculum and policy changes, for the maintenance and development of excellence within the Program, and in consultation with and assistance of the various committees that support the Program. The Director, or delegate, is responsible for provision of leadership in curriculum and policy review, program committee structure and membership, and specific activities such as research days, open houses, or career information sessions at McMaster and other institutions.
- Appoint and enable ad hoc committees as needed to advance program initiatives.
- Maintain oversight of the allocation of funding to support students (including TAs, stipends and scholarship resources from the School of Graduate Studies or other sources) in consultation with the Associate Deans of Graduate Studies, and others, particularly participating department and area chairs, as appropriate.

- Maintain oversight of program activities and the information required for appropriate and transparent distribution of the program's revenues within McMaster University, in accordance with the agreements made between the participating faculties.
- Prepare information as may be required by the Associate Deans of Graduate Studies and the Vice-Provost and Dean of Graduate Studies related to recruitment, scholarship use, quality improvement, and periodic appraisals of the Program.
- Provide regular program updates to the Deans and Associate Deans of Graduate Studies, and others, particularly participating department and area chairs, as appropriate, regarding contributions of faculty as supervisors and instructors in the program.
- Assume other duties assigned by the Deans and Associate Deans of Graduate Studies (and others, as appropriate), such as assisting with student or supervisor issues and the student appeal process.

Education:

- Manage the development, implementation and ongoing refinement of curriculum, including provision of reports and proposals for policy and curriculum changes for submission to Graduate Policy and Curriculum Committee (GPCCs or GCPCs) and other approval bodies, as appropriate. Provide ongoing academic leadership for the program, including the development of innovative approaches to graduate education, and oversight of the development and implementation of appropriate evaluation methods for students, faculty, and courses in the Program.

Research:

- Facilitate educational research, development and evaluation in the program and in relation to other programs, as appropriate. The Director will have the primary responsibility for the oversight of graduate student progress within the Chemical Biology program in conjunction with the Program committees.

Selection and Terms of Office:

The Director will be selected by an ad-hoc committee chaired by the Associate Deans of Graduate Studies for the participating Faculties, and will include Program faculty and students. The Director's appointment is subject to formal approval of Senate. The term of appointment will be for a period of five years, with renewal subject to a favourable review.

June 11, 2019

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

For approval: Terms of Reference – Associate Director, Chemical Biology Graduate Program

On behalf of the School of Graduate Studies and the Faculty of Health Sciences, we would like to recommend the attached updated terms of reference for approval.

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

Yours sincerely,



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

Encl.

POB/vc

TERMS OF REFERENCE

Associate Director - Chemical Biology Graduate Program

The Associate Director of the Chemical Biology Graduate Program will work collaboratively with the Program Director to actively promote the recruitment, education and welfare of graduate students and an enhanced quality of graduate education. S/he will participate in discussions of issues that may involve resources and finances as they pertain to the graduate program operations, faculty complement, support of graduate students, committee work and membership, or other tasks deemed important for the excellence of the graduate program.

The roles of Director and Associate Director of the Chemical Biology Graduate Program are intended to complement each other and represent the participating Faculties. Accordingly, the Director and Associate Director of the Chemical Biology Graduate Program report to the Associate Deans that jointly oversee the graduate program and to the Chairs (and Associate Chairs, Graduate Studies) of Departments engaged in the program. Thus, the Associate Director reports to both the Chair, and Associate Chair Graduate Studies, of the Department of Biochemistry and Biomedical Sciences. The Associate Director is intended to represent and be the main point of contact for FHS students and supervisors. The Associate Director will work collaboratively with the Director to:

Administration:

- Maintain oversight of student recruitment, student enrolment, and curriculum and policy changes, for the maintenance and development of excellence within the relevant graduate program, and in consultation with and assistance of the various committees that support the program. S/he is also responsible for collaborating with the Director in curriculum and policy review, program committee structure and membership, and specific activities such as research days, open houses or career information sessions.
- Maintain oversight of the allocation of funding to support students (including TAs, stipends and scholarship resources from the School of Graduate Studies or other sources) in consultation with the Associate Deans of Graduate Studies, and others, particularly participating department and area chairs, as appropriate.
- Work with the Program Director on the preparation of information as may be required by the Associate Deans of Graduate Studies (and others, as appropriate) or the Vice Provost and Dean of Graduate Studies in connection with recruitment, scholarship use, quality improvement and periodic appraisals of Graduate Programs.
- Maintain communication with the Chair and others (e.g., Associate Chair, Graduate Studies) that oversee FHS departments that participate in the Chemical Biology Graduate Program (primarily the Department of Biochemistry and Biomedical Sciences).

- Provide regular program updates to Associate Deans of Graduate Studies (and others, as appropriate), and Faculties regarding contributions of faculty as supervisors and teachers in the program.
- Assume other duties assigned by the Deans and Associate Deans of Graduate Studies (and others, as appropriate), such as assisting with student or supervisor issues and the student appeal process.

Education:

- Manage the development, implementation and ongoing refinement of curriculum, in collaboration with the Director, including provision of reports and proposals for policy and curriculum changes for submission to Graduate Policy and Curriculum Committee (GPCCs or GCPCs) and other approval bodies, as appropriate. The Associate Director will be a member of the Faculty of Health Sciences Graduate Policy and Curriculum Committee.
- Provide ongoing academic leadership for the program, in collaboration with the Director, including the development of innovative approaches to graduate education.
- Oversee the development and implementation of appropriate evaluation methods for students, faculty and courses in the program.


Research:

- Facilitate educational research, development and evaluation in the program and in relation to other programs, as appropriate.
- Collaborate with Program Director to provide an oversight of graduate student progress within the Chemical Biology program in conjunction with the Program committees.

Selection and Terms of Office:

- The Associate Director will recognize a dual responsibility to work with the Director, and consult with and inform both of the relevant Deans, Associate Deans of Graduate Studies, and the Chairs, and Associate Chairs, of participating Departments, as appropriate.
- The leading candidate will be selected by an ad hoc committee comprised of representatives from the Chemical Biology Graduate Program's participating Faculties and is subject to the approval of same. The term of appointment will be for a period of five years, with renewal subject to a favorable review.

June 10, 2019

TO: Senate Committee on Appointments
FROM: Helen Ayre 
Acting University Secretary
RE: Revision to the Tenure and Promotion Policy

On May 15, 2019 the Joint Committee agreed to recommend a revision to Section II, Clause 10 of the Tenure and Promotion Policy, regarding the criteria for making Contractually Limited Appointments.

Section VIII, clause 4 of the T&P Policy describes the procedures for amending the policy:

4. *Proposals for amending this document may be made by the administration, the Senate, or the Faculty Association. When such proposals are made, there shall be consultation among these parties.*
 - a) *If the Senate Committee on Appointments and the MUFA Executive reach an agreement on the revisions, the amendments will be presented to Senate by the Senate Committee on Appointments.*

The proposed amendment, detailed in the attached, involves removing visiting appointments from the list of permitted reasons for a CLA, since visitors are not appointed to this category of appointment.

Appointments for Contractually Limited Periods

10. a. A contractually limited appointment shall be made only:
- i. to fill a special instructional need, especially when there is no reasonable assurance of a long-term need in the area concerned;
 - ii. to staff a new course or Program for a trial period as determined by the appropriate University body;
 - iii. to allow for appointments to the rank of Lecturer;
 - ~~iv. to provide for visiting appointments;~~
 - v. to fulfil functions as determined by a research contract or award covering a specific period only and for which renewal or continuation is not assured;
 - vi. to allow for the appointment in the Faculty of Health Sciences of faculty members whose primary responsibilities lie in the areas of clinical service and/or administrative duties in the health care delivery system; and/or
 - vii. to provide for an appointment at a time when the University's financial position is so severe and uncertain that the normal commitment to a tenure-track or teaching-track appointment would be imprudent.
- b. The appointee shall be informed, in the letter of appointment, of which one or more of the preceding seven categories the appointment is being made in and of the terms and conditions surrounding the appointment.

REPORT TO SENATE EXECUTIVE COMMITTEE
FROM THE
UNIVERSITY PLANNING COMMITTEE

a. McMaster Institute on Health Equity Proposal

On June 18, 2019, the University Planning Committee approved, for recommendation to the Senate Executive Committee, the establishment of the McMaster Institute on Health Equity and the termination of the McMaster Institute for Healthier Environments.

The University Planning Committee now recommends,

that the Senate Executive Committee approve, on behalf of Senate, the establishment of the McMaster Institute on Health Equity, effective July 1, 2019.

The University Planning Committee now recommends,

that the Senate Executive Committee approve, on behalf of Senate, the termination of the McMaster Institute for Healthier Environments, effective June 30, 2019.

Senate Executive Committee: FOR APPROVAL
June 19, 2019



Vice-President
(Research)

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L8S 4L8

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June 12, 2019

TO: University Planning Committee

FROM: Dr. Karen Mossman, Acting Vice-President, Research

RE: McMaster Institute on Health Equity Proposal

=====

The Committee on Research Institutes and Centres has reviewed the attached Proposal for the McMaster Institute on Health Equity (MIHE), as per the policies and guidelines, and has been unanimously approved.

Please note that if approved, the McMaster Institute for Health Equity will replace the existing McMaster Institute for Healthier Environments. Therefore, I would like to recommend terminating the institute McMaster Institute for Healthier Environments. Please see attached letter explaining rationale for the termination from Dr. James Dunn.

Please include this as an agenda item for the next University Planning Committee Meeting on June 19, 2019. Dr. James Dunn will be available to attend the University Planning Committee meeting to discuss the proposed Institute in further detail.

KM:jt

Attach.

cc: David Farrar
Paul O'Byrne
Maureen MacDonald
Len Waverman
Ken Cruikshank
Jeremiah Hurley
Doug Welch
Helen Ayre

Overview

Proposal for the Establishment of

an Institute

☒

a Centre ☐

Official Name of Institute

McMaster Institute for Health Equity

Submitted by

James R. Dunn, Professor & Chair, Health, Aging and Society

Confirmed Members

Definition:

Name	Faculty	Expertise
Abelson, Julia	Health Sciences	Politics of health policy, values of health policy
Agarwal, Gina	Health Sciences	Improving health systems for vulnerable populations
Alvarez, Elizabeth	Health Sciences	Strengthening public health, chronic disease
Amster, Ellen	Humanities	Cultural experience of illness and birth; maternal and infant health equity
Anderson, Laura	Health Sciences	Chronic disease prevention, modifiable determinants of health
Apatu, Emma	Health Sciences	Health promotion, community engagement
Baker Collins, Stephanie	Social Sciences	Impact of policy on marginalized groups
Doubleday, Nancy	Humanities	Health inequality, society and environment
Fudge Schormans, Ann	Social Sciences	Well-being and health for people living with disability
Gabel, Chelsea	Social Sciences	Indigenous health, traditional indigenous knowledge and health, social and economic processes
Gewurtz, Rebecca	Health Sciences	Employment and community participation for people living with mental illnesses and disability
Gonzalez, Andrea	Health Sciences	Mechanisms transmitting early experiences across generations
Guindon, Emmanuel	Health Sciences	Economics of health behaviours; applied econometrics; health services research; empirical health economics and policy; MOHLTC Chair in Health Equity
Hunter, Andrea	Health Sciences	Pediatric refugee & immigrant health, social determinants of health and global child health
Grignon, Michel	Social Sciences	Equity in health care utilization and health care financing
Janus, Magdalena	Health Sciences	Population-level measurement of children's developmental health
Kapczinski, Flavio	Health Sciences	Mental illness, clinical neuroscience
Kates, Nick	Health Sciences	Redesigning systems of care; provincial and national planning for mental health and primary care
Kwan,	Health Sciences	Socio-ecological perspective on individual, social, environmental and contextual

Matthew		factors of behaviour change
Lewchuk, Wayne	Social Sciences	Health economics; precarious employment; occupational health
Moffat, Christina	Social Sciences	Nutrition and food insecurity; knowledge translation for pregnant women of developmental origins of health and disease
Mulvale, Gillian	Business	Participatory approaches to facilitate knowledge exchange to improve care coordination across health professions, sectors and life stages
O'Shea, Tim	Health Sciences	Health care delivery for marginalized patients
Premji, Stephanie	Social Sciences	The effect of employment issues such as precarity on health
Raina, Parminder	Health Sciences	Epidemiology of aging; geroscience; aging from cell to society
Randall, Glen	Business	Health policy analysis; organization of health care services; resource allocation and priority setting in health care
Richardson, Julie	Health Sciences	Assessing risks of functional decline; rehabilitation interventions to prevent functional decline; maintenance of health status in persons with chronic illness
Schwartz, Lisa	Health Sciences	Global health ethics, research ethics and measurement and effectiveness of ethics education; humanitarian health care ethics and ethics and military health care
Scott, Fran	Health Sciences	Health equity in public health practice; health equity education
Sinding, Chris	Social Sciences	Effects of arts-based knowledge exchange initiatives on care providers experience of cancer and navigating cancer care systems;
Tarride, Jean-eric	Health Sciences	Health policy; health economics, methods for the economic evaluation of health technologies; treatment of uncertainty in health technology assessments
Verhovsek, Madeleine	Health Sciences	Sickle cell disease; thalassemia; other hemoglobinopathies and red cell disorders; transition of care in adolescence; medical education; global health
Vrkljan, Brenda	Health Sciences	Driver rehabilitation and community mobility across the lifespan as well as technology use and participation in older adulthood.
Wahoush, Olive	Health Sciences	Health systems and policy research; community based participatory action; equitable outcomes for the health and wellbeing of refugees and other vulnerable populations.
Williams, Allison	Science	Home/community health care; urban health/quality of life; health determinants; women's health; sense of place; rural health/care; health care services/policy;
Yiannakoulis, Niko	Science	Agent-based models for infectious disease control and planning; interactions between the environment and human health; spatial-temporal structures in infectious disease; paediatric injury and the social and physical environment
Young, Marisa	Social Sciences	Sociology of mental health, work-family interface, quantitative methods, sociology of urban health

Prospective Members		Please define what constitutes an "associate member" for this Institute or Centre:	
Definition:			
Name	Faculty	Expertise	
		<i>insert additional rows as required</i>	

Space Needs

Sq. Ft

New space required?

Location? Wilson 3005

Space cost covered by lead Faculty?

Yes

Confirmed

Yes

No	<input checked="" type="checkbox"/>
Proposed	<input checked="" type="checkbox"/>
No	<input checked="" type="checkbox"/>

If no, specify:

As MIHE will report to the VPR; payment of space by a Faculty is not required

Plans for Organizational Review

Frequency of Internal: Annual report to the Governing Board

Frequency of External: 5 years or sooner at the request of the Governing Board

Please provide names below and check box to verify that approval has been obtained from each:

Check box

Department Chair/ Area Director

Faculty Dean or Director of Administration

Other (specify)

	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Proposal to Establish the McMaster Institute for Health Equity

Vision

The following is a proposal to establish the McMaster Institute for Health Equity, which has as its vision:

“Achieving fair societies and healthy lives for all, to redress avoidable ill-health and loss of life due to social inequity”

Background:

Noted British inequality researcher Danny Dorling, calls it “the scandal of our times”. He’s referring to ‘health inequities’ – the pattern of large and persistent inequalities in health by social and economic position, seen even in the most affluent societies of the world, for over a century. A substantial body of research shows that the pattern of large and widening health inequalities that are observed both locally and globally, are largely avoidable, transcend any particular disease category or organ system, and are attributable to a number of complex, interacting social, economic, cultural, and biophysical pathways. This research has shown that the circumstances in which people grow, live, work and age, which themselves are dictated by a person’s social and economic status, are highly influential upon health.

Social justice and fairness, in other words, are at the heart of what makes some people healthy and others not and some societies healthy and others not.

Health inequities are understood well enough to act upon immediately, but further research will improve our understanding of the pathways underlying these patterns, and will help to create knowledge that will guide more effective action. The research and knowledge that is needed to guide action to redress health inequities spans many disciplines and activity across policy sectors. In addition, while health inequities account for large quantities of avoidable morbidity and mortality, the same social and economic factors that place people at higher risk for ill health and premature death also put them at grave risk for other hazards. Indeed, the greatest collective risks in society (e.g., climate change, financial crises; technological change) differentially affect the most disadvantaged while economic prosperity usually benefits the most disadvantaged the least.

Health inequities exist at multiple levels. At the global level, stark inequities are found in health outcomes between countries, but dramatic differences in health status and outcomes are also found within nations - even affluent countries like Canada. In Hamilton, for instance, health inequities at the neighbourhood level have been vividly and effectively documented by the Hamilton Spectator’s 2010 *Code Red* project, which showed a 21-year difference in average age at death by neighbourhood, among many other inequities. This collaboration between McMaster researchers and mass media journalists created a seismic shift in the way local government, community groups and anchor institutions operate, and catalyzed a vast array of initiatives and relationships – including McMaster’s decision to locate a new family health centre in the downtown core – that have improved the quality of life for thousands of people in Hamilton. However, while outcomes such as community pride and sense of safety have markedly improved, pronounced health inequities still remain. Hamilton’s experience with health inequity is similar to other communities around the world and is a microcosm for health inequalities globally. To achieve health equity, governments and civil society at all levels need to take urgent, aggressive and sustainable action on the underlying causes of health inequities – an understanding of which, will be substantially enhanced by the proposed McMaster Institute for Health Equity.

Rationale for the Establishment of the McMaster Institute for Health Equity

Health equity is a critical focus for research and policy aimed at reducing the excess burden of ill health and early mortality among socially and economically marginalized populations. These populations, who may face marginalization by income, class, employment status, gender, language, race, or ethnicity, also confront barriers and inequities to health care and other services. The McMaster Institute for Health Equity will capitalize on McMaster’s historic and current strengths in inter-disciplinary health research and be well-positioned to make a significant contribution to both understanding and improving health equity.

There is a role for research across all disciplines and activity across policy sectors in redressing health inequities. An institute for health equity would provide an effective platform to engage McMaster researchers across many disciplines to build capacity and have a greater impact. Health equity is an area of focus that can span social, economic, urban, domestic and bio-physical environments, and the McMaster Institute for Health Equity will seize upon McMaster's strengths in inter-disciplinary research, knowledge mobilization and community engagement to achieve maximum impact.

McMaster's research strengths make it uniquely suited to this collaborative effort. Along with our health system partners, we are globally recognized and consistently ranked among the top 50 universities in the world for health and medicine. This excellence in health research and medicine has also had a strong population health focus, a field that has included a significant focus on health inequities. McMaster's current strength in the disciplines that can best inform the next generation of health equity research extends across many faculties, schools, departments and disciplines, including business, economics, sociology, geography, philosophy, epidemiology, psychology, ethics, medicine, rehabilitation sciences, nursing and psychiatry. The strong collaboration that already exists within our faculties and the University's hospital partners will be an excellent launching pad for the activities of the McMaster Institute for Health Equity.

McMaster can be described as a key birthplace of health equity research in Canada. In the 1980s, Dr. Fraser Mustard, then Dean of the Faculty of Health Sciences, established the Population Health Program as the first field of inquiry in a fledging new 'virtual think-tank', the Canadian Institute for Advanced Research (now CIFAR). This program represented the first focused effort in the world to synthesize the vast body of research showing the importance of social and economic vulnerability as key determinants of health across disciplines as diverse as sociology, economics, primatology, political science and epidemiology.

The work of the proposed health equity Institute, which draws on McMaster's existing research strengths, is accordingly also well-aligned with McMaster's strategic priorities, as reflects in the University's Strategic Research Plan and its Strategic Mandate Agreement with the Government of Ontario.

Alignment with Strategic Research Plan

The McMaster Institute for Health Equity (MIHE) will make significant contributions to the actualization of the Strategic Research Plan (SRP). Among the SRP's key objectives, the proposed institute will contribute to the following:

- Building on our strengths and capitalizing on our interdisciplinary capacity
- Promoting a deeper understanding of the importance of equity, diversity and inclusion to strengthen our research teams and programs
- Promoting knowledge mobilization and translation...to maximize the benefits of research to society
- Fostering collaboration with national and international academic, hospital, government, community and industry partners

The SRP identifies a number of key research areas. Among these, the Institute will contribute primarily to the **'Human Health and Social Determinants'** research area, but given the expertise and focus in the Institute on housing and the built environment and their effects on health, it will also significantly contribute to the **'Materials and Built Society'** research area.

Finally, the Institute will focus centrally on two of the SRP's Strategic Initiatives, namely **'Equitable, prosperous and sustainable societies'** and **'Addressing the burden of chronic disease'**

Alignment with Strategic Mandate Agreement

The proposed McMaster Institute for Health Equity directly links with McMaster's institutional aspiration to ***achieve pre-eminence as one of the world's leading universities in advancing human and societal health and well-being***. The WHO Commission on Social Determinants of Health (2008) clearly signaled that to achieve such a goal, health inequities must be confronted, when it argued that the "[D]evelopment of a society, rich or poor, can be judged by the quality of its

population health, how fairly health is distributed across the social spectrum, and the degree of protection provided from disadvantage as a result of ill-health”.

The Institute will also be in a position to support McMaster’s commitment to the ***Okanagan Charter: An International Charter for Health Promoting Universities and Colleges***, another commitment in the SMA. McMaster was the first university in Ontario to adopt this charter calling for participating campuses to embed health into all aspects of campus culture, and lead health promotion action and collaboration locally and globally. The Institute could serve as a natural hub for local and global collaboration around health equity and could serve as the institutional home for this work at McMaster.

The proposed Institute will inherit a number of existing ***Initiatives that Engage with the City of Hamilton and the Wider World*** from its predecessor, the McMaster Institute for Healthier Environments, notably, the Hamilton Anchor Institutions Leadership (HAIL). HAIL is a group of CEO-level leaders of large and influential institutions in Hamilton that are committed to acting synergistically to make progress on some of the city’s most challenging social and health issues. The SMA acknowledges McMaster as founding partner of the Hamilton initiative to work on issues such as housing, poverty and health¹. The formation of HAIL was prompted by the publication of the Spectator’s *Code Red* series and the first formative meeting of the group was held as a McMaster Health Forum event. Dr. Dunn was co-founder of HAIL and has served as HAIL’s Co-Executive Lead since its inception. The McMaster Institute for Health Equity will act as Secretariat and research support for HAIL, assuming a role previously held by the McMaster Institute for Healthier Environments. The new Institute will continue support for HAIL and provide new opportunities to link McMaster’s researchers to HAIL initiatives, which include equity in health care delivery, indigenous reconciliation, housing and health, and employment equity issues.

In addition to its strong relevance for multiple components of the SMA, the proposed McMaster Institute for Health Equity addresses one of the major worlds of the Brighter World Research Initiative. Specifically, one of the worlds, with the label “Healthy World” encompasses aspects of aging, population health, health systems research and mental health.

Objectives

The new McMaster Institute for Health Equity will have the following objectives:

- Encourage new inter-disciplinary understandings of the social, economic, cultural, political and bio-physical forces that lead to health inequities – “the causes of the causes” (Sir Michael Marmot²);
- To investigate health inequities, and use research to achieve health equity, across multiple axes of social differentiation, including, but not limited to: income, class, employment status, gender, language, race, or ethnicity, from the local to the global;
- Take leadership in encouraging evidence-based action on health inequities by:
 - Developing research capacity at McMaster in health equity, building upon existing interests, expertise and data held by McMaster faculty, partners and students across all faculties
 - Encouraging innovative research that investigates the production of health and redresses health inequities, from cell to society, across the life course
 - Developing a body of expertise in evidence from interventions adopted to reduce health inequities and promote health equity

¹ *Leadership of Hamilton Anchor Institutions Leadership (HAIL)*: The Institute will act as the Secretariat and research support for the Hamilton Anchor Institutions Leadership (HAIL) group, continuing the role previously held by the McMaster Institute for Healthier Environments. In so doing MIHE has leveraged funding of up to \$60,000 per year from HAIL members to support the group’s activities. HAIL consists of the CEO-level leaders of the largest and most influential institutions in Hamilton (hospitals, post-secondary institutions, school boards, LHIN, police chief, Chamber of Commerce, etc.) who meet 4 times per year for high-level co-ordination as well as specific, strategic initiatives related to its priorities in Hamilton.

² CSDH (2008). *Closing the Gap in a Generation: Health Equity Through Action on The Social Determinants of Health*. Final Report of the Commission on Social Determinants of Health. Geneva, World Health Organization.

- Engage and support decision-makers and knowledge users at all levels in efforts to operationalize, through evidence-based action and ensuing rigorous evaluation, commitments to health equity
- Stimulate and support knowledge mobilization, student engagement and collaborative partnerships from the local to the global work

Research and Knowledge Mobilization: A Framework for Action

The proposed Institute will be action-oriented, with a strong focus on knowledge mobilization. Drawing on models that conceptualize how research can inform the policy-making process³, the Institute will focus activities in six areas of activity, consistent with such models. First, it will build on traditional academic strengths in *discovery-based research* and *agenda-setting research*. In both of these activities, scholarly research and innovation is directed towards recognition and adoption by knowledge users and policy-makers. Research can also inform other stages of the policy-making process, however, and the Institute will support students, faculty and staff at McMaster to develop research that can serve this role. Specifically, once an issue is adopted as part of the political agenda, research can participate in such activities as *policy formulation*, which involves developing policy options to address a problem and *policy decision-making*, whereby research is used to assess the best policy options available. Once a policy option has been selected, research can inform *policy implementation*, for instance by building evidence-based tools that can be used in bureaucratic and other processes, and in *evaluation*, where policies and programs are evaluated for their effectiveness. While the bulk of University activity is typically in the discovery and agenda-setting stages, there is considerable expertise at McMaster that can be brought to bear on the other activities to enhance the impact of research on health equity.

Opportunities for Education

There are a number of potential educational opportunities that the Institute will explore in order to contribute to undergraduate, graduate and professional education at McMaster. In the first instance, we will explore opportunities to develop new courses and bundle existing courses into a minor or specialist program that could be pursued by students in most undergraduate programs. Under his leadership as Chair, Dr. Dunn's home department recently launched a very successful Minor in Mental Health, Addictions and Society and this could serve as a model for a minor focused on health equity. There are existing courses in Geography, Sociology, Economics, Anthropology, Health & Society, the Bachelor of Health Sciences, and other units that could contribute to such an effort. In addition, the institute will explore the potential for graduate educational programming as well. There is one PhD Specialization program at McMaster in Astrobiology, and this may serve as a good model. Ideally anything that the new MIHE undertakes will include a significant applied component with one of our institutional or organizational partner to enhance opportunities for experiential education for our PhD student and operationalize the vision of health equity in policy and service organizations. Finally, there are excellent opportunities for enhancing education in health equity in professional programs such as midwifery, nursing, rehabilitation sciences and medicine. In programs such as undergraduate medicine, nursing, occupational therapy and physiotherapy, health equity is already woven into the curriculum and the institute could provide additional support. There may be opportunities for the institute to support health equity electives in medical residency programs such as community medicine, pediatrics and psychiatry. At least one other pediatric residency program in Ontario has a very successful 'Social Pediatrics' elective. The new Institute will strike an educational committee to prioritize and implement such opportunities.

Proposed Activities

- "House" researchers and research programs that have a strong relevance to health equity in order to enhance collaboration, co-ordination, research excellence and impact
- Maintain a website and newsletter to highlight member research
- Support grant writing in cross faculty and interdisciplinary areas and in signature theme areas

³ Fafard, P. (2008). *Evidence and Healthy Public Policy: Insights from Health and Political Sciences*. Ottawa: Canadian Policy Research Networks.

- Host and promote a regular seminar series for researchers and knowledge users
- Conduct and promote workshops for researchers and knowledge users
- Support knowledge mobilization and partnerships with knowledge users and institutions
- Create opportunities for inter-disciplinary peer learning amongst students at all levels
- Use expertise of members to help provide a health equity lens for research at McMaster
- Advocate for recognition of unique challenges of equity research in University career advancement assessments
- Engage in advocacy for research on health equity to funders, publishers and knowledge users
- Explore educational opportunities for undergraduate, graduate and medical programs

Establishing Activities

Should this proposal be successful, the new Institute will kick off with an inaugural workshop, to be planned for Fall of 2019. This workshop will bring together confirmed and potential members and strategic partners and the goal will be to establish key research themes and clusters that will focus and organize the subsequent activities of the Institute.

Organizational Structure:

The final authority for all matters regarding the direction and operation of the Institute will rest with the Vice-President, Research (VPR).

Director:

The Director will be appointed by the Senate and the Board of Governors, on the recommendation of a selection committee representing the stakeholders and chaired by the VPR.

Pending approval by the University's governing bodies, Dr. James Dunn is to be put forward for appointment as the inaugural holder of this position. Dr. Dunn, Professor and Chair of the Department of Health, Aging and Society holds the Senator William McMaster Chair in Urban Health Equity at McMaster. He is the recipient of numerous awards and appointments, including the William Lyon Mackenzie King Visiting Chair in Canadian Studies at Harvard University (2011-2012) and a CIHR Applied Public Health Chair (2008-2014). He is Co-Editor-in-Chief of the *Journal of Epidemiology & Community Health*, the world's leading scholarly publication addressing health equity. His research program includes research that seeks to understand and address the factors that lead to health inequities. A leader in population health intervention research, he has projects that seek to understand the impacts of public housing interventions on health, social and child development, the development of policy implementation tools for healthier urban form, and the effects of Hamilton's Neighbourhood Action Strategy on health and well-being. From 2017-2018, he was co-Principal Investigator of the Ontario Basic Income Pilot, a bold study of the effects of a guaranteed annual income on a variety of health, work and social outcomes, involving 6,000 participants in 3 communities in Ontario. In addition to his research on health equity interventions, Dr. Dunn's research also includes work on the effects of income inequality on population health in affluent countries of the world, as well as the effects of visual cues of neighbourhood disorder on inequalities in healthy child development.

The Director will set the research and academic direction of the Institute in consultation with the Governing Board and Advisory Committee. The Director will articulate the leadership of the Institute, set milestones and provide the business plan.

The Director will be appointed for a 5-year renewable term.

The Director will have accountability to the Governing Board as chaired by the VPR.

Governing Board

The Governing Board (GB) will oversee the status, progress, and financial viability of the Institute. In accordance with the University's *Guidelines for the Governance and Review of Research Institutes, Centres and Groups*, the GB will be comprised of:

- The Vice-President Research (or designate)

- The Deans (or designates) from the Faculties which have a substantive investment in the success of the Institute; notably, the Deans of Social Sciences, Health Sciences and Humanities

Advisory Committee:

The Advisory Committee (AC) will provide advice to the Director with regard to scientific or scholarly priorities and the direction for the Institute). The AC is chosen by the Director, and is consulted at least every two years, or more frequently at the discretion of the Director.

Organizational Review:

Annual Report:

The Institute Director will report to the Governing Board on an annual basis. This report will include updates on research productivity, researchers, educational initiatives, external affiliations, Institute administration and operations, financial status, grants-in-aid, strengths and weaknesses, objectives for the coming year and any other items of relevance to the operation of the Institute.

The GB will report annually to the VPR. The VPR will report annually on the status, progress, and future plans of the Institute to the University Planning Committee (UPC), to Senate and to the Board of Governors for information.

5 Year Review

In accordance with the University's *Guidelines for the Governance and Review of Research Institutes, Centres and Groups*, the Institute will undergo an external review every five years or sooner at the request of the Governing Board (GB). The composition of the External Review Board (ERB) will be determined by the GB, as chaired by the VPR or delegate.

The ERB will include representation from outside of McMaster and comprise three high caliber scholars with an international perspective, who will be arms' length from the Institute. In discussion with the GB, a 4th member from the public or private sector might also participate.

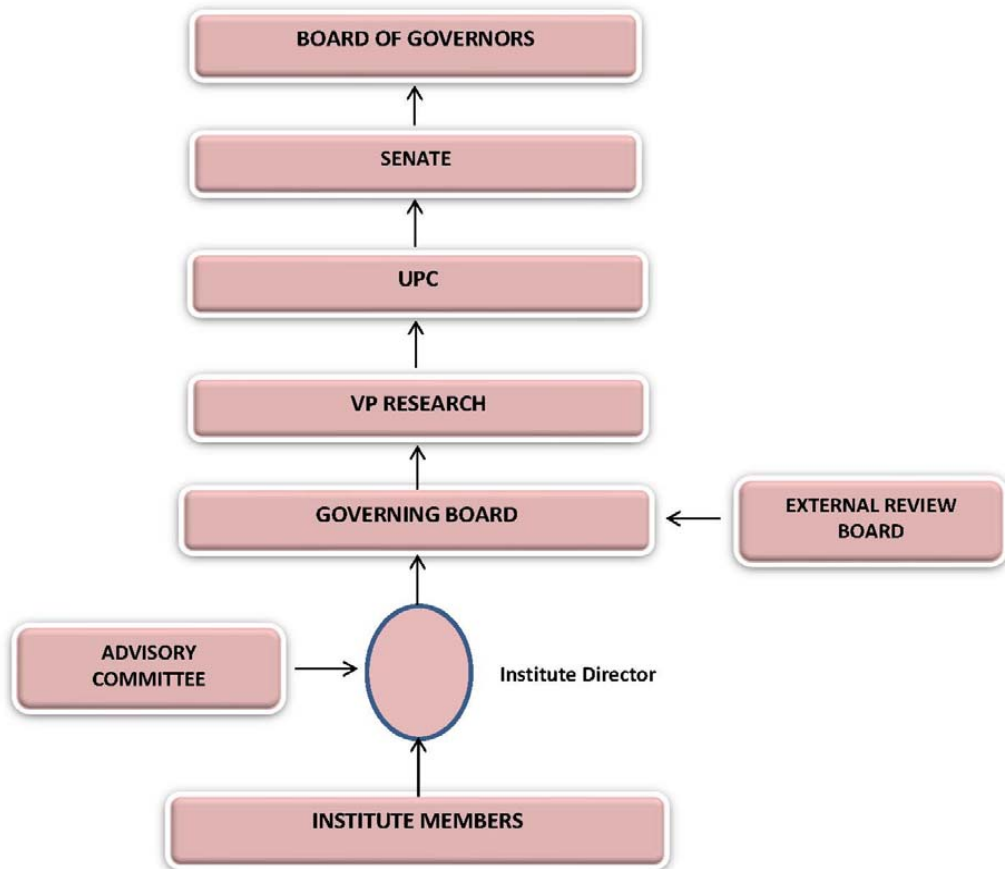
The ERB will assess the performance of the Institute's Director and its scientific program. The ERB will use accepted measures of performance such as publication number and impact to assess the Institute's contributions in comparison with those of (a) the Institute during the preceding 5 years and (b) with the performance of institutes of similar size in the same field of research.

The recommendations of the ERB will include the renewal of the Director, and whether the Institute's performance is consistent with that of an Institute at McMaster University. Their report will be submitted in confidence to the VPR. The VPR will share the ERB's report or major recommendations from the ERB's report with either the current Director, or the successor to the current Director, so that the leadership of the Institute benefits from the perspective of the ERB.

Additional Information:

Appendix A – Organizational Chart

Reporting Lines for MIHE



Appendix B: Budget

Budget details are provided in attached spreadsheet; additional details are discussed here.

The VPR has generously pledged to support the proposed Institute with \$100,000/year for 5 years.

This operating allocation is supplemented by \$8,100 in research overheads (from a legacy agreement with the VPR) from a long-standing research contract the Institute has had with the Public Health Services department of the City of Hamilton. This contract is included in the research revenue section of the budget. It is anticipated that this research contract will continue with the new Institute.

Appendix C: Proposed Levels of Membership and Membership List

As of April 15, 2019, 35 faculty members from the faculties of Social Sciences, Health Sciences, Science, Humanities and Business have confirmed their interest in becoming a member of the proposed McMaster Institute for Health Equity. Once the Institute is established and the membership categories are refined, the members will be asked to confirm their membership level.

Core Researchers

- Research closely aligns with one of core research clusters or themes of the Institute (these are to be determined);
- May have staff/students co-located in the Institute;
- Take a leadership role in expanding research on health equity at McMaster through activities that could include conducting workshops, giving presentations, leading grant applications and providing strategic and operational input to the Institute

Associate Members

- Involvement in health equity research is less intensive but participates in sponsored projects, speakers, events, initiatives, etc.

Student Members

- Lead or participate in peer-lead student activities

Strategic Partners

- Representatives from Public Health Units; Family Health Teams; Ontario Health Super Agency; National Collaborating Centres; researchers from other universities

Appendix D: Detail regarding administrative and research personnel

The proposed Institute will be supported by the 1.0 FTE Administrative/Grants Coordinator. The Administrative/Grants Coordinator previously employed by the McMaster Institute for Healthier Environments will move into the proposed Institute, bringing with her a high level of experience and expertise. Support of the Institute will include:

- Coordinating grant submissions, including inviting faculty members, tracking and uploading submissions in online granting systems and managing partner submissions, preparing budgets
- Organizing and promoting proposed Speaker's series
- Creating and or coordinating content for newsletter and website
- Tracking member CVs and updating web profiles
- Tracking research productivity of members for annual report
- Promoting and organizing faculty workshops for members and strategic partners

Appendix E: Research Funding

As of April 15, 2019, over 30 faculty members from the faculties of Social Sciences, Health Sciences, Science, Humanities and Business have confirmed their interest in becoming a member of the proposed McMaster Institute for Health Equity. The table below demonstrates the research productivity of these members by showing the aggregated amounts of research funding awarded to the listed members, both over the last five years and the funding confirmed so far for the next five years.

Fiscal Year	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Total Awarded	\$10,769,367	\$15,653,546	\$13,610,156	\$13,096,747	\$10,166,354
	Preliminary				
Fiscal Year	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Total Awarded	\$8,045,702	\$8,179,294	\$2,041,115	\$1,675,098	\$200,000

Appendix F: List of planned grant applications

As an Institute that attracts interdisciplinary and cross-sectoral collaborations, it will have access to a critical mass of experts that it will be possible to apply to a variety of provincial and federal funders.

Provincially, the Institute can support the development of Early Researcher Award applications. The ERA program funds early stage researchers needing human resources to achieve their research goals. For researchers at the appropriate career phase, the Institute can act as a hub space for those researchers who may not have a traditional wet or dry lab, but who do need a space for their research staff to work.

The Institute may also support ORF-RE applications. As an Institute focused on urban health, it will certainly produce research of a strategic value to Ontario and the relationships with private sector stakeholders that the Institute forges will assist in meeting the 1/3 match required for the program.

Federally, the Institute's members will very likely hold individual awards from all three agencies and the Institute will support institutional applications to the agencies as well. In the short term, we are expecting to apply to SSHRC's Open Call as we have international academic partners in the required countries. We are also well poised to capitalize on all levels of the SSHRC Partnership stream: Engage, Development and full Partnership grants. With the number of academic, government and external stakeholders engaged in the Institute these grants are a natural fit and in keeping with the mandate of that stream.

Likewise, we will be in an excellent position to apply for relevant CIHR Team Grants that are announced intermittently. Currently, there is Team Grant call: Indigenous Component of Healthy Life Trajectories which would be a relevant grant for the Institute to collaborate with the McMaster Indigenous Research Institute on. The Institute also aligns well with strategic priorities from the CIHR Institute for Population and Public Health, leading to targeted funding, which include equitable AI, cities and health, and an ongoing strategic emphasis on health equity.

APPENDIX B

McMaster Institute for Health Equity Budget Template

	2020	2021	2022	2023	2024	Total	\$ Secured	\$ Anticipated
OPENING BALANCE/CARRY FORWARD	\$ 13,000	\$ 3,911	\$ 4,358	\$ 4,340	\$ 2,858			
REVENUE - indicate whether secured or anticipated	Insert year	Insert year	Insert year	Insert year	Insert year	Total	\$ Secured	\$ Anticipated
Confirmed funding from VPR	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	\$ 500,000	
Research Overheads (anticipated)	\$ 8,100	\$ 8,100	\$ 8,100	\$ 8,100	\$ 8,100	\$ 40,500		\$ 40,500
Research Contract, City of Hamilton (anticipated)	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 325,000		\$ 325,000
TOTAL REVENUE	\$ 173,100	\$ 173,100	\$ 173,100	\$ 173,100	\$ 173,100	\$ 865,500	\$ 500,000	\$ 365,500
EXPENSES	2020	2021	2022	2023	2024	Total		
Administrative Expenses: (add rows as required)								
Administrative Personnel						\$ -		
1.0 FTE Administrative/Grants Coordinator	\$ 78,039	\$ 79,503	\$ 80,968	\$ 82,432	\$ 83,897	\$ 404,839		
0.3 FTE Workstudy student	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 52,500		
Office Supplies:						\$ -		
600005 General Office	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 3,750		
Office Equipment:						\$ -		
610050 Equipment Lease (phone)	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 4,500		
Travel:						\$ -		
650000 Travel (General)	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,250	\$ 12,250		
Visiting Speakers								
670025 Speaker Series	\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750	\$ 8,750	\$ 43,750		
Meeting expenses:						\$ -		
750001 Misc (Grant Planning, Advisory Board, etc)	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000		
750001 Inaugural Workshop	\$ 5,000					\$ 5,000		
Communications:						\$ -		
600200 Website (Hosting and Updates)	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 3,750		
600200 Website (Design)	\$ 5,000					\$ 5,000		
600200 Branding (logo design, banners, etc)	\$ 2,000	\$ 1,000				\$ 3,000		
Ongoing costs for space:						\$ -		
employs existing space within the VPR envelope; no new space is required						\$ -		
Total Administrative Expenses	\$ 117,189	\$ 107,653	\$ 108,118	\$ 109,582	\$ 110,797	\$ 553,339		
Research Expenses: (add rows as required)								
Research Personnel:						\$ -		
0.3 FTE Student RA or Practicum Student	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000		
RC Salary (Casual) or Faculty Stipend	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 225,000		
Research Supplies:						\$ -		
610040 Software (GIS, SPSS)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000		
Travel:						\$ -		
650000 Travel General	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 10,000		
Meeting expenses:						\$ -		
750001 Research Meetings	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 10,000		
Ongoing costs for space:						\$ -		
research will take place in the existing labs of members; new space not anticipated						\$ -		
Total Research Expenses	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 325,000		
TOTAL EXPENSES	\$ 182,189	\$ 172,653	\$ 173,118	\$ 174,582	\$ 175,797	\$ 878,339		
IN-YEAR Surplus/Deficit	(\$9,089)	\$447	(\$18)	(\$1,482)	(\$2,697)			
CLOSING BALANCE	\$3,911	\$4,358	\$4,340	\$2,858	\$161			



James R. Dunn, Ph.D.
Professor, Department of
Health, Aging & Society
Senator William McMaster Chair
in Urban Health Equity

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May 30, 2019

Robert Baker, Ph.D.
Vice-President, Research
McMaster University
1280 Main St. West
Hamilton, ON

Dear Dr. Baker

RE: Termination of the McMaster Institute for Healthier Environments

I am writing to recommend and request the termination of the McMaster Institute for Healthier Environments, which I have overseen as Director since October 2013. The Institute began as the McMaster Institute for Environment and Health (MIEH) in 1989 and has a large number of achievements over its history. MIEH was a highly influential stimulus for interdisciplinary research at McMaster, across all faculties. It had a significant impact on the community through partnerships with the Government of Ontario and the City of Hamilton at various times. A tangible example of the latter is the continued strength of Clean Air Hamilton, an important university-community-municipal partnership.

Over time, however, factors such as faculty attrition in the subject area and changing research emphases have resulted in a relative lack of expertise at McMaster in environment and health. Some of our potential faculty expertise now has stronger affiliations with other Centres, Institutes and Research Groups focused in other subject areas, like climate change, water, community-based research and basic sciences focused on toxic exposures in animal models.

Some of the activities of the McMaster Institute for Healthier Environments will be continued under the proposed McMaster Institute for Health Equity, but with a more focused emphasis on *environmental health equity*. This is a more timely focus and one that has obvious and strong connections to the proposed new institute. A key partnership between Hamilton Public Health Services, for instance, will continue with the new Institute. Clean Air Hamilton, which has its own funding independent of the University, will also maintain a strong connection to McMaster through the new institute.

Sincerely,

A handwritten signature in blue ink that reads "James R. Dunn".

James R. Dunn, Ph.D.
Professor & Chair, Department of Health, Aging & Society
Director, McMaster Institute for Healthier Environments

September 4, 2019

TO: Members of the McMaster University Senate

FROM: Ms A. Thyret-Kidd
University Secretary
Secretary of the Committee to Recommend a President

RE: Request from the Committee to Recommend a President

In December 2018 and January 2019, McMaster's Board of Governors and Senate, in accordance with section 16 (3) of *The McMaster University Act, 1976*, and their respective By-laws, appointed members to the Committee to Recommend a President. As outlined in the Act:

....any recommendation of the committee shall be made in writing and signed by at least eight members and delivered to the Senate within nine months after the date on which the Senate shall have named the five persons to be named by it, and failing such recommendation, the Senate may nominate and the Board may appoint the President.

On October 8, 2019, the nine-month period will have concluded. The Committee to Recommend a President is pleased with the work that has been accomplished and it would like to inform Senate that it is making good progress. However, the Committee is writing to advise Senate that it is not yet in a position to present a recommendation. The Committee has functioned effectively since inception selecting an executive search firm, consulting widely across campus, and developing the Executive Profile and selection criteria. The Committee has also worked with Dr. Arig al Shaibah, Associate Vice-President, Equity and Inclusion, who is a consultant to the Committee, on all aspects of the process.

The Committee to Recommend a President is in the later stages of its work and expects to make a recommendation later in the fall semester. It is requested that Senate permit an extension of the nine-month reporting deadline until December 31, 2019.

Senate: September 11, 2019

cc: Members of the Committee to Recommend a President