

Complete Policy Title:
**Terms of Reference – Associate Dean
(Faculty Affairs and Accreditation),
Faculty of Business**

Policy Number (if applicable):

Approved by:
Senate

Board of Governors

Date of Most Recent Approval:
April 11, 2012, (editorial revisions)
June 8, 2011
June 9, 2011

Date of Original Approval(s):
March 13, 2002

Supersedes/Amends Policy dated:
June 8, 2011

Responsible Executive:
Provost and Vice-President (Academic)

Enquiries:
[University Secretariat](#)

***DISCLAIMER:** If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

Terms of Reference

1. Responsible for the recruitment and hiring of new faculty members in accordance with Faculty and University policies and procedures.
2. Chair of all Area Tenure and Promotion Committees. Responsible for all of the related activities such as communicating with external referees, preparation of Area Teaching Evaluation Report, and preparation of Tenure and Promotion Dossiers, as outlined in the *McMaster University Revised Policy And Regulations With Respect To Academic Appointment, Tenure And Promotion* [Tenure and Promotion Policy].
3. Overall responsibility for faculty development and disciplinary issues. Responsibility for Code of Conduct matters, assignment of teaching loads, administration of the PDA program and for ensuring the appropriate mentoring of junior faculty.
4. Responsible for all aspects of the AACSB Accreditation Process.
5. In consultation with the Associate Dean (Graduate Studies and Research), and drawing on advice from the Area Chairs, responsible for:
 - (a) submitting to the Faculty Dean, when required, reports outlining the activities of members, including consulting and outside professional activities;

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- (b) recommending to the Faculty Dean research leaves and leaves of absence without pay;
 - (c) determining which faculty members will teach the graduate courses and give the tutorials offered by the Faculty;
 - (d) administering the Research Accounts Policy and the Research Leaves Grants Program;
 - (e) CP/M annual review and recommendations to the Dean.
6. In consultation with the Associate Dean (Academic) and the Area Chairs, responsible for:
- (a) determining which faculty members will teach the undergraduate courses and give the tutorials offered by the Faculty.
7. Responsible for the Faculty's external relations with other academic institutions, both nationally and internationally.
8. Responsible for the promotion and development of a positive work culture in the Faculty for faculty, staff and students.

Chair:

Area Tenure and Promotion Committees
School of Business Committee of Instruction

Member:

Faculty
Dean's Advisory Council
Faculty Research and Awards Committee
Student Awards Committee