

Complete Policy Title:

**Terms of Reference – Associate Dean
(Graduate Studies and Research),
Faculty of Business**

Policy Number (if applicable):

Approved by:

Senate

Board of Governors

Date of Most Recent Approval:

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Supersedes/Amends Policy dated:

June 8, 2011

Responsible Executive:

Provost and Vice-President (Academic)

Enquiries:

[University Secretariat](#)

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Terms of Reference

The Associate Dean (Graduate Studies and Research) has the primary responsibility within the DeGroote School of Business for furthering McMaster's goals regarding graduate education, research, and research training, and provides leadership and coordination of all activities related to those goals. The Associate Dean will normally have a five-year term of office, with the possibility of reappointment for a second term.

The Associate Dean reports jointly to the Associate Vice-President and Dean (Graduate Studies) and to the Dean of the Faculty of Business. The Associate Dean works in a coordinated way with the Associate Deans of the Faculty of Business and the other Associate Deans of Graduate Studies to ensure that both Faculty-specific and University-wide goals are addressed.

Responsibilities include, but are not limited to:

1. Working closely with the Associate Vice-President and Dean of Graduate Studies and with the Dean of Business to assist with development, maintenance and improvement of graduate programs in the Faculty of Business;
2. Oversight of recruitment, admissions, retention, and curriculum development of MBA, PhD, and other graduate programs in the Faculty of Business;

3. Performing functions specified in such documents as the Student Appeal Procedures, including dealing with issues raised by individual students or problems involving their academic progress, conducting formal inquiries where required, participating in appeal hearings, and negotiating informal settlements to disputes to benefit students while upholding the regulations and standards of the School, Faculty, or Department.
4. Ensuring that administrative matters in connection with the Faculty's graduate programs are carried out, that the Faculty and University deadlines for the submission of examination copy and curricula revisions and for evaluations of students are met and that all relevant teaching policies of the Faculty and the University are implemented, etc.
5. Oversight of the training of graduate student teaching assistants and the definition of the role(s) they are expected to fulfill in the context of the Faculty's educational objectives.
6. Maintaining an on-going liaison with the Associate Dean (Faculty Affairs and Accreditation) and the Associate Deans Graduate Studies (Engineering, Health Sciences; Science; Humanities and Social Sciences) for matters relating to these areas as they affect graduate programs, research and research training;
7. Providing input into strategic planning matters of graduate admissions, student enrolment and expansion, development of new disciplinary and interdisciplinary programs, and student recruitment and retention;
8. Overseeing quality assurance for new and on-going graduate programs within the Faculty of Business and facilitating internal and external reviews of graduate programs;
9. Discharging such duties as may be assigned by the Associate Vice-President and Dean of Graduate Studies including, but not limited to, interviewing candidates for tenured and tenure-track positions, serving on bargaining teams and serving as Acting Dean in the absence of the Associate Vice-President and Dean.
10. Developing strategic directions and policies to enhance research and to reinvigorate the intellectual environment of the Faculty. Acting as a catalyst for the development of mentoring opportunities, recognition activities and seminar offerings.
11. Identifying, coordinating and promoting major research opportunities/initiatives for the Faculty of Business.
12. Identifying, coordinating and promoting strategic research partnerships with private and public sector partners.

13. Coordinating the activities of Research Chairs and Centres within the Faculty to promote research strengths and priorities and support cross-disciplinary research, in consultation with the Vice-President (Research and International Affairs).
14. Working to raise the profile of research undertaken by Business Faculty members within the University as well as provincially, nationally and internationally. Also working to bring the results of research to the attention of the media.
15. In consultation with the Associate Dean (Faculty Affairs and Accreditation), 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;
 - (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.
16. Serving as a member or Chair of University-wide or Faculty-specific committees when so delegated by the Associate Vice-President and Dean of Graduate Studies or the Dean of the Faculty;

Committee responsibilities include:

Chair:

Faculty of Business Graduate Curriculum and Policy Committee
Faculty of Business Graduate Admissions and Study Committee
Faculty of Business Research and Awards Committee
Co-Chair – Faculty of Business Student Awards Committee [with Associate Dean (Academic)]

Member:

Faculty of Business Faculty
Faculty of Business Dean's Advisory Council
Faculty of Business MBA Program Development Committee
School of Business Committee of Instruction

School of Graduate Studies Executive
Graduate Council