

FACULTY OF SOCIAL SCIENCES
Associate Dean (Graduate Studies and Research)
Terms of Reference

The Associate Dean (Graduate Studies and Research) has the primary responsibility within the Faculty of Social Sciences 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 Dean of Social Sciences and to the Associate Vice-President and Dean of Graduate Studies on all matters related to graduate programs of the Faculty of Social Sciences. In terms of research, the Associate reports to the Dean of the Faculty of Social Sciences. The Associate Dean works in a coordinated way with the Assistant and Associate Deans of both the Faculty of Social Sciences and the School of Graduate Studies to ensure that both Faculty-specific and University-wide goals are addressed.

In addition to the primary areas of responsibility below, s/he discharges such duties as may be assigned, within reason, by the Dean of Social Sciences and Associate Vice-President and Dean of Graduate Studies, and is considered a line management position, capable of assuming full decanal responsibility in the absence of the Dean of Social Sciences or the Associate Vice-President and Dean of Graduate Studies.

The primary areas of responsibility involve, but are not limited to, the following:

Graduate Studies

- Working closely with the Dean of Faculty of Social Sciences and the Associate Vice-President and Dean of Graduate Studies to assist with development, maintenance, and improvement of graduate programs in the Faculty of Social Sciences.
- Providing strategic planning for matters of curriculum development, graduate admissions, graduate student enrolment and expansion, development of new disciplinary and interdisciplinary programs, and graduate student recruitment and retention.
- 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 student while upholding the regulations and standards of the School, Faculty, or Department.

- 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.
- Overseeing quality assurance for new and on-going graduate programs within the Faculty of Social Sciences, and facilitating internal and external reviews of graduate programs.
- Maintaining an on-going liaison with the Associate Dean Social Sciences 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;
- Working to enhance the success and quality of life amongst the diverse group of graduate students and post-doctoral fellows and to encourage and facilitate innovation in graduate education and research training within the Faculty of Social Sciences, and in conjunction with other Faculties in interdisciplinary programs.
- Facilitating the continued development of a University-wide intellectual community for graduate students and post-doctoral fellows.

Research:

- Developing strategic directions and policies to enrich the intellectual environment of the Faculty. This includes identifying and coordinating new research opportunities in the public and private sectors, including RFPs, and supporting grant applications to ARB, SSHRC, NSERC, CIHR and CFI as well as other funding bodies.
- Responsible for the identification, coordination and promotion of major research opportunities/initiatives for the Faculty of Social Sciences.
- Coordinates 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).
- Works to raise the profile of research undertaken by Social Sciences faculty members within the University as well as provincially, nationally and internationally. Also works to bring the results of research to the attention of the media.
- Serves 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;

- 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.

Committee Responsibilities:

Chair:

Faculty of Social Sciences Graduate Curriculum and Policy Committee
Faculty of Social Sciences Research Committee

Member:

Faculty of Social Sciences Faculty
Faculty of Social Sciences General Faculty Meeting
Faculty of Social Sciences Faculty Council
Faculty of Social Sciences Chairs and Directors
Faculty of Social Sciences Academic Planning and Policy Committee
Faculty of Social Sciences Nominating Committee
Graduate Curriculum and Policy Committee (Joint with the Faculty of Humanities)
Graduate Admissions and Study Committee (Joint with the Faculty of Humanities)

School of Graduate Studies Executive

Graduate Council

Approved at Faculty Council, Feb. 2, 2012