

Complete Policy Title:
**Terms of Reference for Associate Dean
of Graduate Studies – Health Sciences**

Policy Number (if applicable):

Approved by:
**Senate
Board of Governors**

Date of Most Recent Approval:
**April 11, 2007
May 3, 2007**

Date of Original Approval(s):

Supersedes/Amends Policy dated:
**March 13, 2002
March 27, 2002**

Responsible Executive :
**Associate Vice-President and Dean
of Graduate Studies**

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.*

Preamble

The Associate Dean provides leadership and coordination of graduate programs and activities and has the primary responsibility within the Faculty for furthering McMaster's goals regarding graduate education.

Reporting, Appointment and Term of Office

- a) On matters concerning the development of curriculum and policy, admissions, and individual students, the Associate Dean will be responsible to the Dean of Graduate Studies and report actions to the Dean/Vice-President of the Faculty of Health Sciences. On matters dealing with faculty members, the Associate Dean will be responsible to the Dean/Vice-President and report actions to the Dean of Graduate Studies.
- b) The Associate Dean will normally have a five year term of office, beginning on 1 July and terminating on 30 June. An Associate Dean may be reappointed for a second term.

Responsibilities

- a) The Associate Dean will discharge such duties as may be assigned by the Dean of graduate Studies from time to time.
- b) The Associate Dean will work closely with the Dean of Graduate Studies and with the Dean/Vice-President of Health Sciences to assist with the development, maintenance and improvement of graduate programs in the Faculty of Health Sciences.
- c) The Associate Dean will be responsible for the management of financial resources allocated for graduate programs in the Faculty of Health Sciences (exclusive of the Occupational Therapy and Physical Therapy programs), and for overseeing the administrative support in the office of the Associate Dean.
- d) The Associate Dean will maintain an ongoing liaison with the Associate Dean, Research (Health Sciences) and the Associate Dean, Education (Health Sciences) for matters relating to these areas as they affect graduate programs.
- e) The Associate Dean will have membership on or chair committees as identified in the By-laws of the Senate and of the Faculty. She or he will also perform functions specified in such documents as the Student Appeal Procedures.