

The Associate Dean of Graduate Studies (Science) has the primary responsibility within the Faculty of Science for furthering McMaster's goals regarding graduate education 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 to both the Associate Vice-President and Dean (Graduate Studies) and the Dean of the Faculty of Science. The Associate Dean works in a coordinated way with the Associate Deans of the Faculty of Science 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:

- a) Working closely with the Associate Vice-President and Dean (Graduate Studies) and with the Dean of the Faculty of Science to assist with development, maintenance, and improvement of graduate programs in the Faculty of Science.
- b) Maintaining ongoing liaisons with the Associate Dean (Research and External Relations), Faculty of Science and the Associate Dean (Academic), Faculty of Science, and the Associate Deans of Graduate Studies (Health Sciences, Engineering, Business, Humanities and Social Sciences) for matters relating to these areas as they affect graduate programs and research training.
- c) Providing input into and strategic planning for matters of graduate admissions, student enrolment and expansion, development of new disciplinary and interdisciplinary programs, and student recruitment and retention.
- d) Overseeing quality assurance for new and on-going graduate programs within the Faculty of Science, and facilitating internal and external reviews of graduate programs.
- e) Serving as a member on or Chair of University-wide and Faculty-specific committees (including Chairing the Committee on Graduate Curriculum, Policy, Admissions and Study in the Faculty of Science, Co-Chairing the Scholarships Committee of the Graduate Council, Chairing, when so delegated by the Dean of the Faculty of Science, membership in the Graduate Council and Graduate Council Executive, and membership in the Faculty of Science Faculty Council).
- f) Interviewing candidates for tenured and tenure-track positions when requested, assessing the candidates' suitability for a faculty position at McMaster University, particularly regarding graduate supervision.

- g) 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.
- h) Serving from time-to-time on bargaining teams in the University's negotiations (e.g., regarding the Teaching Assistant (TA) or Postdoctoral Fellow (PDF) collective agreements).
- i) Examining and proposing revisions to policies, procedures, and regulations to improve the operation of graduate programs and graduate student success.
- j) Encouraging and facilitating innovation in graduate education and research training within the Faculty of Science, and in conjunction with other Faculties in interdisciplinary programs.
- k) Working to enhance the quality of life and sense of community amongst the diverse group of graduate students and research trainees within the Faculty of Science and encourage their involvement in interdisciplinary activities.
- l) The evaluation of contracts involving graduate students (through the McMaster Industry Liaison Office (MILO)) and ensuring that such contracts do not breach the academic requirements of the University and the ability of the student to benefit from their own work.
- m) Discharging such duties as may be assigned by the Associate Vice-President and Dean of Graduate Studies from time to time, including serving as Acting Dean in the Associate Vice-President and Dean's absence.

The ideal candidate for this position will be an accomplished researcher, an excellent graduate mentor, and faculty member within the Faculty of Science. He or she should have extensive experience in graduate education and research training, a strong understanding of and commitment to the role of graduate education in Science, demonstrated success in networking and collaboration, and excellent interpersonal and communication skills.

McMaster University is strongly committed to employment equity within its community and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates, including women, members of visible minorities, Aboriginal persons, members of sexual minorities, and persons with disabilities.