

**Associate Dean, Graduate and Post-Doctoral Education**  
**Faculty of Health Sciences, Queen's University**  
**Role Description**

**Reporting**

To the Vice-Dean, Academic, Faculty of Health Sciences (FHS)

**Role**

- Provide leadership in the administration and development of Graduate and Post-Doctoral studies in the FHS, including the potential establishment of new Graduate programs, Professional programs, and medical scientist training programs including MD/MSc. and MD/Ph.D.
- Develop and implement policies and Faculty-based administrative structures to support the educational/training requirements and interests of Post-Doctoral Fellows in the FHS
- Sit on the FHS Graduate Council and oversee administrative matters, including policy development and selection/election of representatives to various committees, pertaining to FHS Graduate Council
- Represent the FHS on the Graduate Studies Executive Council
- Liaise with:
  - the decanal teams in the FHS and the School of Graduate Studies
  - the School of Nursing, the School of Rehabilitation Therapy and the Basic Sciences Council of the School of Medicine regarding Graduate Studies and Post-Doctoral Fellows
  - the Post-Doctoral Fellows Association and the Society of Graduate and Professional Students
- Represent the FHS at meetings of relevant external organizations, including the Graduate Studies Section of the Association of Faculties of Medicine of Canada Standing Committee for Research and Graduate Studies.
- Advise Graduate Students and Faculty regarding academic appeals/complaints, policies and procedures
- Advise the Associate Dean, Life Sciences, regarding the distribution of Teaching Assistant funding
- Advance activities for Graduate Student and Post-Doctoral Fellow recruitment, including the Career night for Life Sciences and Biochemistry students
- Foster interactions between Graduate Students and Post-Doctoral Fellows in different disciplines, including involvement in coordination of the Annual Scientific Meeting for Health Sciences Research Trainees

**Time commitment**

Two days per week

**Support Staff**

Administrative Secretary