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

July 2009