

Undergraduate Medical Education (UGME) Program Leadership Position *Chair, Student Affairs*

The Student Affairs Chair is responsible for overseeing a program to support students' well-being and success throughout the medical program across the distributed medical education network of McMaster's MD Program.

The Chair, Student Affairs directs a team consisting of Student Affairs Directors at all campuses, Student Advising director, Career Development director, MD program Career Counselors and Academic counselor. The team is responsible for personal counseling, career planning, financial planning, learning support and any programming that supports student wellness, engagement, and success within the MD Program.

Major Responsibilities:

1. Ensure that Student Affairs aligns with and advances the missions of McMaster University, the Faculty of Health Sciences, and the MD Program.
2. Advance the core principles of the UGME Program: Distributed medical education (DME); problem-based, small group, and other student engaged learning methods; self-directed learning, including self- and peer-evaluation; early patient/clinical exposure; lifelong learning, including use of evidence-informed practice; and a commitment to innovation.
3. Oversees the development, implementation and ongoing review and improvement of a program of student support and success, including medical student-organized programming and initiatives, focused on:
 - a. Wellness, resilience, and transitions (e.g. entry to medical school, entry to clinical training, etc.)
 - b. Preparation for and support throughout the residency matching process
 - c. Addressing distress and mental health concerns in medical students, including providing appropriate support and referral
 - d. Supporting students seeking accommodations both academic and non-academic
 - e. Mentoring programming, including peers, near peers (e.g. upper year medical students and postgraduate trainees), faculty, etc.

- f. Other programming that supports healthy student engagement, safe learning environment, and success in the MD Program
4. Collaborates with the MD program to oversee leaders with portfolios around:
 - a. Career exploration and planning
 - b. Financial literacy and financial wellness
 - c. Academic support and learning assistance
5. Oversee the development and implementation of programming which integrates with other portfolios within the MD Program (including Chairs of Preclerkship, Clerkship, Electives, Assessment, Program Evaluation and Accreditation) to inform relevant policies and advance the role of student affairs in the mission of the MD program
6. Support students, staff, and faculty to bring forward concerns regarding student needs in a manner which is confidential and independent from the MD Program academic administration.
7. Collaborate with the Program Manager, Chair of Leadership Development, Assistant Dean of Resident Affairs, and Assistant Dean of Faculty Development to develop and maintain collaborations that support the activities of the Student Affairs Office and its programming.
8. Collaborate with the Office of Learning Environment and Mistreatment, and Chair of Program Quality and Accreditation to contribute to policies and processes that address concerning issues arising in the learning environment; and support medical students who experience intimidation, harassment, and discrimination in the learning environment
9. Work directly with the Directors, Student Affairs in each campus to develop, support, and maintain a network of programming at all educational sites, ensuring equivalent access to student support services at all sites.
10. Raise awareness of Student Affairs programming among medical students, faculty and staff of the MD Program, Faculty of Health Sciences, and McMaster University, including:
 - a. Conducting information and orientation sessions;
 - b. Advertising services; and,

- c. Collaborate with the MD Program Communications Director to maintain an online presence in medportal, social media and on other relevant websites.
11. Coordinate with the Directors, Student Affairs of each campus and collaborate with the Program Manager to ensure adequate coverage during absences to maintain equivalent support and service across educational sites throughout the year, including providing direct support services to students.
12. Chair the following: Student Affairs Advisory Group (monthly); Student Affairs Directors (monthly); and other meetings at the discretion of the Chair
13. Member of: UGME Executive Committee; Student Progress Committee (non-voting); AFMC National Student Affairs Group; COFM Student Affairs
14. Maintain quality and effectiveness of student support programming in accordance with accreditation standards, using available feedback and other measures.
15. Participate in accreditation, strategic planning, and quality improvement activities within the UGME Program.

Appointment: Appointed by the Associate Dean, UGME on the authority of the UGME Executive Committee.

Eligibility: The successful applicant must have a current faculty appointment with McMaster University; or must be in the process of securing a faculty appointment; or must be assured a faculty appointment before beginning her/his first term¹. The applicant must be in good standing with her/his academic and/or clinical associations (e.g. universities; hospitals or other clinical settings; and health regulators), both past and present. Strong written and verbal communication skills are an asset. Previous work with student services and students in difficulty is desirable. Prioritized candidates will have demonstrated a commitment to cultural humility, cultural safety and inclusivity.

Time Commitment & Stipend: The expected time commitment is approximately 1.5 days per week throughout the year with a stipend of \$60,000 per year. This leadership role is attributed 600 hours of indirect academic contribution per year.

Term: The appointment is for a three-year term and is renewable once following review by the Associate Dean, UGME on the authority of the UGME Program Executive Committee.

Interested applicants for this position should submit a cover letter and CV to Dr. Matt Sibbald, Associate Dean, UGME (matthew.sibbald@medportal.ca) prior to May 23rd 2023. The cover letter should outline experience and skills the applicant would bring to the position and the applicant's vision for the position. Applicants are encouraged to speak with UGME Program and other leaders for perspective on the role.

In keeping with McMaster's commitment to employment equity within its community, the Undergraduate Medical Education Program (UGME) encourages all existing faculty members appointed to the Faculty of Health Sciences, including women, persons with disabilities, First Nations, Métis and Inuit persons, members of racialized communities and LGBTQ-identified persons to apply for this leadership role. Applicants requiring any form of accommodation throughout the selection procedure are asked to contact the UGME program office, c/o matthew.sibbald@medportal.ca.

1 Applicants for this position should hold an academic appointment within the Faculty of Health Sciences or be eligible for a part time academic appointment as outlined here:
http://www.mcmaster.ca/policy/faculty/Appointments/SPS_A4-OtherAppointments-HealthSciences.pdf