

Undergraduate Medical Education (UGME) Program Leadership Position

DIRECTOR – STUDENT ADVISING

The UGME Director, Student Advising is a faculty member responsible for the oversight of a program that facilitates student success through formal faculty support and academic coaching. The Director, Student Advising will demonstrate a commitment to advance the priorities and principles of the UGME Program and, in particular, those of Student Affairs.

It is current practice within the UGME Program to assign a faculty member as a Student Advisor to each student upon entry to the Program. In this role, the Student Advisor supports the student in accomplishing educational success, by monitoring of their educational objectives attainment (through PROGRESS, the “Program for Guided Reflection and Early Student Support”), working with the Learning Director (as part of PROGRESS) to address any identified challenges, and supporting their career planning. Faculty members recruited as Student Advisors are assigned to students for the duration of their Program. In addition to formal Student Advisors, there are a number of other faculty and staff within the UGME Program who provide informal mentorship and advice to students.

The Director, Student Advising is a member of the Student Affairs Advisory Group, reporting to the Chair, Student Affairs with responsibility for the Student Advising Program. The Director, Student Advising works closely with the Chair, Student Affairs (for Hamilton campus students) and the Student Affairs Director of each regional campus (for regional campus students) to deliver the student advising program.

Responsibilities of the Director, Student Advising include:

1. Establishing and maintaining the philosophical underpinnings of the principles of student advising in McMaster’s UGME Program in collaboration with other relevant stakeholders.
2. Ensuring that student advising aligns with and advances the missions of McMaster University, the Faculty of Health Sciences, and the UGME Program.
3. Supporting the UGME Chair, Student Affairs, the UGME Chair, Student Assessment, and UGME Learning Directors to develop, implement, and evaluate the Program for Guided Reflection and Early Student Support (PROGRESS) to facilitate the: (a) identification and support of students at risk of not meeting the achievement criteria of the UGME Program; and (b) remediation of medical students who have not met the achievement criteria.

4. Collaborating with the UGME Chair, Student Affairs to recruit, supervise, support and engage the UGME Learning Directors in the PROGRESS program particularly in their role supporting Student Advisors.
5. Ensuring an appropriate presence in each campus, through regular visits and electronic means. The frequency of on-site visits will be determined in collaboration with each Student Affairs faculty lead.
6. Applying relevant literature and best practices related to student support, advising, academic coaching, and career planning.
7. Overseeing orientation and regular on-going professional development of Student Advisors with respect to their role and responsibilities. Developing resources to support other faculty, staff, and students involved in student advising activities.
8. Ensuring orientation of students regarding the Student Advising Program, including the role(s) of faculty advisors.
9. Overseeing the recruitment of Student Advisors and the assignment of students to faculty as facilitated by Student Affairs.
10. Ensuring that Student Advisors are meeting the expectations outlined in their annual contract and addressing any issues identified.
11. Conducting a review (minimum annually) of the electronic Student Advisor Handbook, Student Guide to the Advising Program and/or other support materials or resources in conjunction with the Student Affairs and Electives Offices.
12. Working with individual students, Student Advisors, and the Student Affairs Office, in resolving conflicts or problems encountered in student/Advisor relationships.
13. Conducting and reviewing an annual survey of students regarding their perceived effectiveness of their Student Advisor and responding to any identified problems.
14. Conducting and reviewing an annual survey of Student Advisors regarding the perceived effectiveness of the Advising program and its support of Advisors. Use this information to plan and effect support for Advisors.
15. Attending monthly meetings of the Student Affairs Advisory Group.
16. Conducting regular reviews of the Student Advising Program to determine its effectiveness in meeting established MD Program goals and LCME/CACMS accreditation standards relating to student advising and support.

Appointment: The Director, UGME Program Student Advising is appointed by the Associate Dean, UGME on the authority of the UGME Program Executive Committee. The Director, UGME Program Student Advising reports to the Chair, Student Affairs, and the Associate Dean, UGME.

Eligibility: The Director, UGME Program Student Advising 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/their first term. The applicant must be in good standing with her/his/their academic and/or clinical associations (e.g. universities; hospitals or other clinical settings; and health regulators), both past and present.

Time Commitment & Stipend: The expected time commitment for this role is approximately 0.5 days per week throughout the year. The associated stipend is \$20,000 per year, consistent with UGME Program stipending practices. The role of Director, Student Advising, is credited with 200 indirect academic contribution hours per year. The Director, UGME Program Student Advising is administratively supported by the Program Coordinator, Student Affairs.

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 addressed to Dr. Amanda Bell, Regional Assistant Dean, UGME. This should be submitted to Ms. Barb Kidd (kiddb@mcmaster.ca) prior to Friday, March 12, 2021. The cover letter should include a brief overview of your qualifications for this role and anticipated priorities for the position. Please feel free to contact us at the email above or at 905-525-9140 ext. 22141 for further clarification or information. Interviews will be conducted on March 22, 2021 in the morning with an anticipated start date of April 12, 2021.

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and, within the lands protected by the “Dish with One Spoon” wampum agreement.

In keeping with McMaster’s *Statement on Building an Inclusive Community with a Shared Purpose*, the Undergraduate Medical Education Program strives to embody the values of respect, collaboration, and diversity, and has a strong commitment to employment equity. The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. The University seeks qualified candidates who share our commitment to equity, diversity and inclusion. While all qualified candidates are invited to apply, we particularly welcome applications from women, persons with disabilities, First Nations, Métis and Inuit Peoples, members of visible minorities, and LGBTQ+ persons.

Applicants requiring any form of accommodation throughout the selection process are asked to contact the UGME program office, c/o Ms. Barb Kidd kiddb@mcmaster.ca.