

Graduate Coordinator (Master's and PhD in the Graduate Department of Public Health Sciences (GDPHS))

Dalla Lana School of Public Health

Job Description

23 March 2020

Applications are invited for the position of Graduate Coordinator (Master's and PhD in the Graduate Department of Public Health Sciences), Dalla Lana School of Public Health (DLSPH), University of Toronto. The position is expected to be filled by an active DLSPH faculty member.

Background

Established by Royal Charter in 1827, the University of Toronto is the largest and most prestigious research-intensive university in Canada, located in one of the world's great cities. The University has more than 19,000 faculty and staff, some 73,000 students enrolled across three campuses, an annual budget of \$1.8 billion, including \$376 million in externally funded research, an additional \$469 million in research funding in the affiliated teaching hospitals, and one of the premier research libraries in North America.

The Dalla Lana School of Public Health (DLSPH; <http://www.dlsph.utoronto.ca/>) has an illustrious history that began in the 1920's and continued with a renaissance beginning in 2008 (see synopsis at <http://www.dlsph.utoronto.ca/about/>). The most prominent School of Public Health in Canada, the DLSPH now has a roster of over 1000 students. It houses the Institute of Health Policy Management and Evaluation, the Waakebiness-Bryce Institute for Indigenous Health, and the Joint Centre for Bioethics.

Reporting

The Graduate Coordinator reports to the Associate Dean, Academic Affairs, Dalla Lana School of Public Health.

Attributes

The successful candidate will be a recognized pedagogical scholar and faculty member (Senior Lecturer, Associate or Full Professor) at the DLSPH, with educational and administrative experience. The successful candidate will possess outstanding academic, leadership, and interpersonal skills; the ability to build collaborative relationships; and a record of successful and innovative leadership in

promoting excellence in education. Assets include experience in facilitation of interdisciplinary collaboration on scholarship and teaching and mentorship.

Roles and Responsibilities

The Graduate Coordinator will:

1. Serve as general advisor for all PHS students registered in PHS's professional and research (MSc and PhD) students and serve as a point of contact for complex academic advising.
2. Provide overall guidance to the Associate Dean, Academic Affairs (ADAA) on the range and scope of educational programs within the GDPHS. Work with the ADAA to identify any gaps or program weaknesses that need to be addressed – this includes new programs, revisions to existing programs and/or termination of existing programs.
3. Work with the Associate Dean, Academic Affairs to prepare the necessary paperwork to start, stop or revise programs.
4. Work with Graduate Office Staff and the Chief Administrative Officer (CAO) to finalize incoming and ongoing student funding.
5. Work with the Program Directors to ensure successful program delivery, including helping to identify appropriate faculty to teach within the program and ensure the successful delivery of program content.
6. Work with the Program Directors to ensure that each Program meets enrolment targets.
7. Chair Curriculum Committee and oversee any actions required stemming from Curriculum, including taking new program and/or course approvals through DLSPH Education Committee and School Council
8. Review/approve all final doctoral defence committees and act as departmental representative on all defences (or, find an appropriate alternative). Review/approve all doctoral students for achieving candidacy. Review and approve final master's defense committees. Work with the Graduate Office to find Chairs for these committees as well as the SGS Final Oral Exams.
9. Work with students in academic difficulty to connect them with the necessary resources. Work with students who are having conflict with their supervisor or a committee member. Work with the ADAA on supporting student mental health and ensuring appropriate student accommodations.

10. Sign off on all SGS forms related to student acceptance and enrolment, leaves of absence, program and candidacy extensions, program transfer, confirmation of degrees, and program withdrawal. Approve grades in eMarks. Prepare letters of support for students requiring non-standard SGS approvals (i.e.; re-instatements, leaves of absence, course work extensions...)
11. Act as a resource to all faculty who have questions about PHS graduate programs, academic rules and regulations, and their individual interactions with students. Work with the ADAA and the Graduate Coordinator for IHPME on supporting faculty development in teaching and supervision. Review standardized teaching evaluation questions for all faculty.
12. Coordinate/chair awards adjudications for internal and external competitions including OGS, DCA, CIHR, SSHRC, Vanier, etc; prepare nomination letters for those student applicants going forward for competitive University, Provincial, and National/Federal awards. Serve as PHS graduate division representative on SGS awards adjudication committees.
13. Serve as a Member on PHS' Appointments Committee when this committee is established.
14. Consult with ADAA and the CAO on unit funding matters of relevance to program integrity and support.
15. Oversee the operating principles for the PHS Teaching Assistant assignments and for practicum and experiential learning opportunities.

All qualified candidates are invited to apply; however, Canadians and permanent residents will be given priority. Applications should include a cover letter stating why you are seeking this position, curriculum vitae, and the contact details of at least one reference. Completed applications may be sent to acadsearch.dlsph@utoronto.ca by **April 7, 2020**.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.