

Expectations of Associate Members

Department of Clinical Epidemiology and Biostatistics

University Expectations:

Full-time members of academic departments at McMaster University may hold Associate memberships in additional departments at McMaster University to facilitate academic exchange. Associate memberships must be approved by the individual's primary department Chair; the Dean of both Faculties if more than one Faculty is involved; the Dean of Graduate Studies if graduate teaching is involved; and finally by the VP Academic/Provost.

CE&B Expectations:

Associate membership in the Department of Clinical Epidemiology is predicated on a notion of mutual relationship, whereby both the Associate member and the Department benefit.

Associate members are expected to contribute to the research, education and service missions of the Department and to enhance the academic environment of the Department. Associate members should be independent researchers (or on their way to becoming one) and, typically, would contribute at least 4 teaching sessions (typically each 3 hours in length) per year to courses of one or more of the educational programs supported by the department (i.e., the Health Research Methodology graduate program, the Health Policy Program, the eHealth Program, the Bachelor of Health Sciences undergraduate program or the Community Medicine Residency Program).

Appointment Process:

Individuals must be nominated for Associate membership by a full-time or joint member of CE&B. Nominations should describe the anticipated contribution to the Department by the faculty member being considered. The nominated individual should meet with the Chair of CE&B, the Associate Chair of CE&B (if Chair is unavailable to meet), the DEC and the Assistant Dean HRM or the program directors of the other graduate programs to discuss potential areas of collaboration and contribution. Additional meetings with members of CE&B will be arranged to facilitate this discussion. Letters of nomination, a letter from the candidate, an up to date CV and results of any meetings will be presented for consideration to the Department Appointments Committee by the Associate Chair. Memberships will be granted for a 3 year period (up to 5 years if the candidate has CAWAR/Tenure) barring earlier termination of appointment in the primary department. Those individuals still at the Assistant Professor level may be assigned a CE&B research mentor to assist in developing their research career, if this is felt to be mutually agreeable.

Review and Renewal Process:

Associate memberships will be reviewed within 4-6 months of the end of their appointment period. You may be asked to submit a letter to the Department Appointments Committee indicating your past involvement in CE&B over the last three to five years, and your anticipated involvement over the next three to five years along with a copy of your CV. This documentation, if requested, along with your educational contributions as recorded by the University will be reviewed by the Department Appointments Committee. If the Associate membership is felt to be beneficial to both the Department and to the individual, it will be renewed for a further period, typically 3-5 years, but this depends on individual circumstances. In the case where a research mentor has been assigned, their feedback also will be solicited as part of this process.

Revised July 11, 2014