Expectations of Associate Members
Department of Health Research Methods, Evidence, and Impact

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.

HEI Expectations:
Associate membership in HEI 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 HEI 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 four teaching sessions (typically each three 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 Master of Public Health Program, the eHealth Program, the Bachelor of Health Sciences undergraduate program, the Public Health and Preventive Medicine Residency Program, or the Graduate Diploma in Clinical Epidemiology).

Appointment Process:
Individuals must be nominated for an associate membership by a full-time or joint member of HEI. Nominations should describe the anticipated contribution to the department by the faculty member being considered. The nominated individual should meet with the Chair of HEI, the Associate Chair of HEI (if Chair is unavailable to meet), the DEC and the Assistant Dean HRM and/or the program directors of the other HEI programs to discuss potential areas of collaboration and contribution. Additional meetings with members of HEI 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 HEI Appointments Committee by the HEI Chair. Memberships will be granted for a 3-5 year period (up to 5 years if the candidate has CAWAR/Tenure) barring earlier termination of appointment in the primary department.

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 HEI Appointments Committee indicating your past involvement in HEI 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 HEI 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.

Please contact Heather Carr for further information on associate appointments in HEI.

Revised August 24, 2017