

Faculty of Social Sciences External Review 2019 Terms of Reference

Purpose

To review the strengths of the Faculty's teaching, research and academic programs. To assess the effectiveness of the leadership, organization, and governance of the Faculty. To advise on opportunities and potential challenges going forward.

Terms of Reference.

The following terms of reference are intended to provide a guide to the review team, who may choose to comment on any or all of the following matters.

1. Mission and mandate

- What are the Faculty's academic priorities and how well do they align with the University's recent and current plans and policies?
- How well does the Faculty engage with the ***McMaster University Statement on Building an Inclusive Community with a Shared Purpose?***
- How does the Faculty define its objectives, and how does it measure its effectiveness in meeting those objectives?

2. Teaching and Academic Programs

- Assess the Faculty's support for excellence in teaching and providing a high quality undergraduate and graduate education. Appraise Faculty processes for supporting program, curricular and course development, planning and evaluation.
- Comment on the Faculty's ability to provide interdisciplinary teaching and scholarship. Provide suggestions for how this could be improved.
- To what extent and how well does the Faculty support experiential educational and career planning? What should be the next steps?
- How effective are student support processes including advising, mental health and "student at risk" identification and assistance? To what extent and how well does the Faculty attract and/or support Indigenous, international, minority students, and students with accommodations? Please comment on the support provided to international graduate students particularly.
- Review and comment upon enrolment, retention and completion metrics at the undergraduate and graduate level.

3. Research and Scholarly Activities

- Evaluate and comment on the Faculty's ability to attract research funding, international partnerships and the school's research reputation (provincially, nationally, and internationally).

- How effective are Faculty processes for the development, support and evaluation of faculty research and scholarly activity?
- How does the Faculty define, support and evaluate its research priorities and objectives?
- How well does the Faculty support, recruit and retain highly qualified research personnel and trainees: graduate students, research assistants and postdoctoral fellows?

4. **Leadership and Administration**

- Evaluate the effectiveness of the Faculty's leadership, and organizational structures.
- Are governance and administrative processes transparent, flexible and accessible to all members of the Faculty? How do decisions get made? Are established consultative processes in place?
- Are faculty members engaged with the Faculty? Is there support for junior faculty?
- Comment upon partnerships and interactions outside the Faculty (joint programs, community based learning, shared resources). Are partnerships productive and effective?

5. **Resources**

- How effective is the Faculty in recruiting, retaining and evaluating faculty members?
- Comment on the Faculty's fundraising initiatives and opportunities.
- Appraise the physical and financial structure of the Faculty (space, teaching & research facilities).
- Are the human, physical and financial resources adequate to support the objectives of the Faculty? What risks does the Faculty face in terms of its human, physical and or financial resources?

6. **Suggest opportunities for future development and enhancement of Faculty practices, performance and outcomes.**

Advisory Board: An advisory board has been established to assist the Provost, and work with the Project Coordinator. The board will provide advice on the terms of reference, assist with the selection of reviewers, assist with the gathering of information for the review team, and accept the Reviewer's Report.

Sponsorship Board Members:

David Farrar, Provost & Vice President (Academic)

Jerry Hurley, Dean, Faculty of Social Sciences

Tracy Prowse, Associate Professor, Associate Dean Academic, Faculty of Social Sciences

Michael Veall, Professor, Department of Economics

Vanessa Watts, Academic Director, Indigenous Studies Program

Rose Mason, Director of Finance & Administration, Faculty of Humanities