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Parent Policy: [Recruitment Policy](#)

This document is an appendix to its parent document. Questions regarding this document should be addressed to the Office of Administrative Responsibility.

Selection of Department Chairs Procedure (Appendix A): Roles and Responsibilities

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| Office of Administrative Responsibility: | Office of the Provost and Vice-President (Academic) |
| Approver: | Board of Governors |

Purpose

Reporting to the Dean of the Faculty, the Department Chair is charged with a complex, demanding role of providing the management and leadership necessary to enable successful academic endeavours in the areas of teaching, research and service. During the course of their term(s) as Chair, the incumbent has the ability to have direct impact on their Department and Faculty by working with colleagues to create and/or reaffirm the common vision of success. The Chair then uses their personal reputation to build trust and momentum to move the Department in this direction. Faculty members who take on this role have the opportunity to develop as academic leaders and make a direct contribution to the success of their Department, Faculty and the University.

Key Roles and Responsibilities

- Strategically Positions the Department for Success
 - o Positions and represents the Department in such a way as to ensure that it is acknowledged internally and externally for its contributions.
 - o Builds the image and reputation of the Department within its discipline so that it has standing not only within the Faculty and the University but also provincially, nationally and internationally.
 - o Promotes strong partnerships which benefit the Department, Faculty and the University.
 - o Integrates departmental goals with Faculty and University goals and missions.
 - o Creates a departmental mission in alignment with the Faculty's.

- Creates a Positive Working Environment
 - o Works to build a cohesive Department by promoting a positive, supportive climate with good morale, cooperation and collegiality.
 - o Builds commitment for the Department's vision by encouraging a culture of equity, respect and collaboration where everyone understands the vision and how they contribute to the Department's and Faculty's overall success.
 - o Recognizes and acknowledges the contributions of all.

- **Manages the Administration of the Department within the Parameters Established by the Faculty and University**
 - o Makes efforts to find, develop, acquire and fairly distribute the resources to fulfill the vision.
 - o Manages the budget. Adopts policies and procedures for the Department that ensure the appropriate stewardship of operating budgets and trust funds. Investigates over-expenditures and possible inappropriate uses of trust funds.
 - o Designs departmental processes and structures to ensure the smooth operation of the Department.
 - o Ensures, to the extent possible, the necessary support systems (e.g. space and infrastructure) are available to staff members.
 - o Understands the legislative responsibilities of their position (e.g. FOIPP, safety, harassment, accommodation) and responds accordingly.
 - o Understands the requirements of the University as written in University Policy and Agreements.
 - o Ensures resources required for teaching (e.g. equipment) are maintained.

- **Maintains Good Internal and External Departmental Relationships**
 - o Models and Fosters good communication within the Department.
 - o Represents the Department in dealings with the Dean and Central Administration.
 - o Works to support the Faculty and the University as a whole (e.g. through participation on committees).
 - o Seeks out opportunities for collaboration with internal and external stakeholders.
 - o Deals with conflict between staff members as it arises.
 - o Encourages intra- and trans-disciplinary collegial relationships.

- **Develops and Evaluates Departmental Staff**
 - o Works to maintain and improve the performance of the Department by providing individuals with feedback and suggestions for improvement. Promotes faculty development.
 - o Recognizes superior performance in addition to consistent contribution.
 - o Ensures junior staff members are mentored/ coached and provided with the opportunities to succeed.
 - o Ensures all members of the departmental staff (Support, APO, FSO and Faculty) have their performance evaluated in a timely fashion.
 - o Represents the faculty through the FEC process (i.e. tenure, promotion and incrementation).

- **Plans for the Future of the Department**
 - o Contributes to the Faculty/ University's academic plan.
 - o Develops a departmental vision, through collaboration, in order to foster the Department's areas of strength.
 - o Recruits to positions that will support the vision into the future and that move the Department into emerging areas within the discipline.
 - o Identifies and develops individuals with potential to serve in future academic leadership roles.

- **Builds Academic Programming and Assigns Work Accordingly**
 - o Develops and maintains excellence in academic programming for both undergraduate and graduate students.
 - o Contributes to a quality learning environment for students.
 - o Leads staff in setting and maintaining academic standards/quality.

- Assigns teaching loads equitably while balancing the need to give appropriate time for research.
- Plays a Role in Public Relations and Fund Development
 - Fulfills the role as determined by each Faculty.
- Remains Active in Scholarly Pursuits
 - Maintains teaching and/or research activity, and where applicable engages in the practice of their profession, at a level sufficient to remain active in the discipline.

DEFINITIONS

There are no definitions for this Appendix. [\[▲ Top\]](#)

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