

## ARTICLE 12 - CHAIRS AND DIRECTORS OF DEPARTMENTS/PROGRAMS

### III.10 Appointment of Departmental/Program Chairs of Undergraduate Departments/Programs

- III.10.1 In the final year of a Chair's term of office, or when a vacancy occurs, the Dean shall initiate proceedings for the selection of a successor, or for reappointment of the incumbent Chair.
- III.10.2 The Departmental/Program Committee shall meet to discuss the requirements of the position, and shall elect a **Chair Search Committee** which excludes the incumbent Chair and which may include up to two (2) students. The Dean, **in consultation with the Chair of the Chair Search Committee**, shall appoint an additional member of the **Chair Search Committee** from outside the department/program.
- The Chair Search Committee shall identify amongst its membership a voting Chair.**
- III.10.3 The **Chair Search Committee** shall submit a single name, or two (2) names if it prefers, to the Departmental/Program Committee for approval or choice.
- III.10.4 Once a proposed candidate is approved by the Departmental/Program Committee, the Chair of the **Chair Search Committee** shall forward the **Chair Search Committee** 's recommendation to the Dean.
- III.10.5 If the Dean approves the proposed appointee, **the Dean shall offer the appointee the position of Chair.** ~~that recommendation shall be forwarded to the President. The President in turn shall make a recommendation to the Board.~~
- If the Dean does not approve the proposed appointee, the Departmental/Program Committee shall be asked to reconsider the matter.
- No appointment of a Chair shall be made without a positive recommendation from the Departmental/Program Committee **and** the Dean, ~~and the President.~~
- III.10.6 Acting Chairs may be appointed by the Dean for short terms or in special circumstances. Such appointments may not exceed a term of one (1) year.

### NEW **Appointment of Directors and Coordinators of Graduate Programs**

**In the final year of a Director's term of office, or when a vacancy occurs, the Dean of Graduate Studies shall initiate proceedings for the selection of a successor, or for reappointment of the incumbent Director of an inter-**

**disciplinary graduate program that is not housed in a Department/Program.**

**The Program Committee shall meet to discuss the requirements of the position, and shall elect a Director Search Committee which excludes the incumbent Director and which may include up to two (2) students. The Dean of Graduate Studies, in consultation with the Chair of the Director Search Committee, shall appoint an additional member of the Director Search Committee from outside the program.**

**The Director Search Committee shall identify amongst its membership a voting Chair.**

**The Chair of the Director Search Committee shall submit a single name, or two (2) names if it prefers, to the Program Committee for approval or choice.**

**Once a proposed candidate is approved by the Program Committee, the Chair of the Director Search Committee shall forward the Director Search Committee's recommendation to the Dean of Graduate Studies.**

**In the final year of a Coordinator of a graduate program's term of office in the case of single-discipline graduate programs and/or interdisciplinary graduate programs housed within Departments/Programs, the Chair of the Department/Program will initiate proceedings for the selection of a successor, or for reappointment of the incumbent Coordinator, according to the procedures established within the Department/Program.**

**Once a proposed candidate for the position of Coordinator is approved by the Department/Program Committee, the Chair of the Department/Program Committee shall forward the Department/Program Committee's recommendation to the Dean of Graduate Studies.**

**If the Dean of Graduate Studies approves the proposed appointee, the Dean of Graduate Studies shall offer the appointee the position of Director or Coordinator, as appropriate.**

**If the Dean of Graduate Studies does not approve the proposed appointee, the Program Committee or the Department/Program Committee shall be asked to reconsider the matter.**

**No appointment of a Director or Coordinator shall be made without a positive recommendation from the Program Committee or the Department/Program Committee, as appropriate, and the Dean of Graduate Studies.**

**Acting Directors and Acting Coordinators may be appointed by the Dean of Graduate Studies for short terms or in special circumstances. Such appointments may not exceed a term of one (1) year.**

**NEW**

### **Duties of Chairs of Undergraduate Departments/Programs**

**The Chair of the Department/Program reports to the Dean and has responsibility for the operation of the Department/Program, including academic, personnel, and departmental budget matters.**

**The Chair of the Department/Program is responsible for carrying out the duties of Chairs as specified in this Agreement, including, but not limited to, those duties related to appointments, reappointments, tenure, promotion, merit, development of staffing and sabbatical plans, approval of requests for leaves.**

**The Chair of the Department/Program has responsibility for ensuring that the regulations of Senate and the administrative regulations of the University are adhered to, including policies and procedures as issued by the various administrative offices of the University.**

**The Chair of the Department/Program is responsible for providing leadership in the development and appraisal of undergraduate curricula and programs through the appropriate University committees, including the Undergraduate Studies Committee and the Undergraduate Program Review Committee.**

**The Chair of the Department/Program is responsible for following the procedures outlined in the University's Academic Integrity Policy.**

**The Chair of the Department/Program, having consulted with faculty, is ultimately responsible for ensuring that all teaching responsibilities are carried out effectively, including the academic advising of students, and for the assignment of all teaching responsibilities, as per Article IV.2.1.**

**The Chair of the Department/Program is responsible for receiving applications to the Teaching Support Fund from members of his/her department/program and for distributing amongst members of his/her Department/Program the amounts allocated by the Dean, according to the provisions of Article IV.2.1.1.1.**

**The Chair represents the interests of the Department at Faculty Board and at the University level, and is responsible for developing and sustaining a Department/Program commitment to the goals of the University.**

**The Chair of the Department/Program has responsibility for the allocation and effective use of those budgetary, personnel, equipment, space and other resources under their purview.**

**The Chair of the Department/Program is responsible for presenting departmental resource needs to the administration.**

**The Chair of the Department/Program is responsible for establishing effective communication to ensure that the Department/Program is well informed on relevant issues and the Chair is well informed on the concerns of the Department/Program. Regular face to face meetings of the Department/Program (normally not fewer than two per term) will be a part of this effort to establish effective communication. It is also important that the broader community be made aware of significant Department/Program activities.**

**The Chair of the Department/Program is responsible for maintaining effective communication with students in the Department's/Program's courses and programs, for involving them, as appropriate, in Department/Program activities and discussions, and for responding to complaints and concerns raised by students.**

**The Chair of the Department/Program is encouraged to share responsibility for department/program activities with faculty, staff and students by appropriate delegation to individuals and Department/Program committees.**

**In Schools, which have a formal association with a particular profession, additional responsibilities, such as those associated with accreditation, will be included in the statement of the Director's responsibilities at the time of appointment.**

**The Chair of the Department/Program will be guided in the fulfillment of his/her duties by the Chair's Manual, as issued by the Dean's Office.**

**NEW**

#### **Duties of Directors and Coordinators of Graduate Programs**

**The Director or Coordinator of the graduate program reports to the Dean of Graduate Studies. In the case of single-discipline graduate programs and/or inter-disciplinary graduate programs housed within Departments/Programs, the Coordinator of the graduate program also reports to the Chair of the Department/Program.**

**The Director or Coordinator of the graduate program is responsible for carrying out the duties of Directors or Coordinators as specified in this Agreement.**

**The Director or Coordinator of the graduate program has responsibility for the operation of the graduate program with respect to students, including, but not limited to, student recruitment, review of applications, conveying recommendations for offers of admission to the Dean of Graduate Studies, assignment of Graduate Teaching Assistants, assignment of supervisors and supervisory committees to students in the program, setting up thesis examinations, and overseeing the conduct of comprehensive, qualifying or candidacy exams.**

**The Director or Coordinator of the graduate program has responsibility for the operation of the graduate program with respect to academic matters, including providing leadership in the development and appraisal of graduate curricula and programs through the appropriate University committees, and in the delivery of curricula.**

**The Director or Coordinator of the graduate program is responsible for ensuring that the regulations of Senate and the administrative regulations of the University are adhered to, including policies and procedures as issued by the various administrative offices of the University.**

**The Director of the graduate program is responsible for consulting annually in October with the Chair(s) of Department(s)/Program(s) of member(s) who have expressed an interest in teaching in his/her inter-disciplinary graduate program the following year. The Chair of the Department/Program will take into consideration the teaching needs of inter-disciplinary graduate programs and the professional development of the members in his/her Department/Program when he/she develops his/her staffing plans for the following academic year. The Chair of the Department/Program will make a consolidated request to the Dean for resources to cover the undergraduate teaching needs of the Department/Program, taking into account any teaching of graduate courses by members of his/her Department/Program.**

**The Coordinator of the graduate program is responsible for working annually in October with the Chair of his/her Department/Program in the development of the departmental/program staffing plan for the following academic year. The Chair of the Department/Program will make a consolidated request to the Dean for resources to cover both the undergraduate and the graduate teaching needs of the Department/Program.**

**The Director or Coordinator of the graduate program has responsibility for program budget matters.**

**The Director or Coordinator of the graduate program, having consulted with faculty, is ultimately responsible for ensuring that all graduate teaching responsibilities are carried out effectively, including the academic advising of students.**

**The Director or Coordinator of the graduate program is responsible for maintaining effective communication with students in the program's courses and programs, for involving them, as appropriate, in program activities and discussions, and for responding to complaints and concerns raised by students.**

**The Director or Coordinator of the graduate program is encouraged to share responsibility for program activities with faculty, staff and students by appropriate delegation to individuals and program committees.**

IV.2.1 Allocation of Teaching and Departmental/Program Duties by the Chair of the Department/Program

IV.2.1.1 Teaching, and general departmental/program duties, shall be allocated in a fair, equitable and reasonable manner taking into consideration the academic responsibilities and skills of individual members, the terms of members' appointments, the needs of the department's/program's academic programs and, when possible, the preference of individual members.

Teaching duties and responsibilities will be determined by the departmental or program Chair following consultation with the appropriate departmental/program committee and graduate Director(s) of the **graduate** program(s) in which a member participates, and, in the case of **members with cross-appointments to another department/program, with the Chair of the member's other department/program.**

Members shall have the right to request reconsideration of their teaching and departmental/program duties by their departmental or program Chair during the two-week period immediately following its assignment. Failure to request reconsideration in this period negates any right the member has to have the assigned duties reconsidered.

Where a member requests, in writing, that a Chair reconsider his/her teaching and departmental/program duties, the Chair shall be expected to respond to the request, in writing, within ten (10) working days of receipt.

In allocating teaching duties and responsibilities, a departmental or program Chair is expected to take into account factors such as the following:

- i) the number of separate courses taught by each member of the department/program, and the number of scheduled contact hours per

course;

- ii) the number of hours of preparation, grading and administration per course, with appropriate additional emphasis where new course development and preparation is involved (a new course preparation will be defined as any course the faculty member has not taught in the previous four (4) years);
- iii) the number of students enrolled in each course, particularly where no Laboratory Demonstrator/Tutorial Leader/**Graduate Teaching Assistant**/Marker assistance is expected to be provided;
- iv) the number of hours of student counselling per course, ~~and the supervision of graduate students, reading courses and honours theses;~~
- v) **the supervision of graduate students, reading course students and honours theses students;**
- v) the level (i.e., introductory, upper year, graduate, etc.) and type (i.e., lecture, seminar, etc.) of each course;
- vi) assistance of others in the teaching of the course;
- vii) the individual faculty member's research and scholarship commitments;
- viii) involvement in graduate teaching; ~~assignment of duties shall be made jointly by the member's department/program Chair and the Director of the relevant graduate program(s); where there is a dispute between the Chair and the Director, the assignment will be made jointly by the Deans of Arts and Science and Graduate Studies;~~
- ix) particular consideration of the goal, endorsed by both parties, of fostering the academic development of members newly embarking upon their academic careers;
- x) the university service of individual members; **and**
- xi) any other relevant factors.**

~~xi)~~

Whenever possible, a member shall be offered the opportunity to teach two (2) or more sections of the same course during the same academic year; ~~as well as the opportunity to teach the same course during more than one (1) session of the same academic year.~~

~~xii)~~

The Dean shall endeavour to ensure that departments and programs establish a maximum number of undergraduate and graduate theses to be supervised by each of their members at any one time; members shall not be required to supervise more than that number.

~~xiii)~~

~~The Dean shall ensure that members receive the necessary assistance with Reptext arrangements.~~

~~xiv) —~~

Over the life of this Agreement, the average advising load for members shall not exceed seventeen (17) advisees; the number of advisees in any year may be raised to nineteen (19) with the member's consent.

~~xv)~~

The Dean shall administer an Annual Teaching Support Fund as set out in  
IV.2.1.1.1.

~~xvi) — any other relevant factors.~~

It is not intended that departmental or program Chairs are expected to quantify, in any specific sense, those factors set out above or any others which are deemed to be relevant. However, it is intended that these complex matters ought to be carefully reviewed by each Chair prior to making a final determination of the allocation of teaching duties and responsibilities of department/program members.

*Moved part of IV.2.1.1.1 to ARTICLE 11 - FACULTY TERMS AND CONDITIONS*

IV.2.1.2           The Dean shall make every reasonable effort to redress workload imbalances within individual departments and programs and among departments and programs.

*Moved IV.2.1.3 to ARTICLE 7 - AUTHORIZATION*

#### **Absences of Chairs or Directors**

**Chairs of undergraduate departments/programs shall indicate to the Dean where they can be contacted during any prolonged absence from the Peterborough area during the summer months and/or which departmental member they have asked to serve in their absence.**

**Directors of graduate programs shall indicate to the Dean of Graduate Studies where they can be contacted during any prolonged absence from**

**the Peterborough area during the summer months and/or which program member they have asked to serve in their absence.**