

VIU Department Chair

Core and Additional Roles and Responsibilities

The Chair will foster and promote excellence and best practices in all educational programs; as a leader in the department, the Chair must be a role model for collegiality, collaboration across the organization, integrity, scholarship, and professional competence. A Chair will avoid conflict of interest and the appearance of such conflicts. The Chair is responsible for carrying out the day-to-day administrative responsibilities that ensure smooth operation and delivery of instruction in programs. The Chair acts as the representative of the department to VIU's administration and outside constituencies. As a department leader, the Chair has the primary responsibility for communicating the department's views to the University community and University community concerns to the department. Because the Chair acts on behalf of the department, the Chair must distinguish between personal views and those that reflect the consensus of the department.

The roles which make up the core responsibilities of a VIU Chair are common to (almost) all Chairs. The core and additional responsibilities identified in this document are not an exhaustive list of responsibilities. VIU Chairs may also have unique, one-time or on-going responsibilities. Examples would be involvement in an accreditation process or the responsibility for a facility such as a lab, studio, salon or kitchen / bake shop.

The work of all VIU Chairs is equally valued by VIU.

The Chair's role is made up of areas of responsibility.

1. Students

The Chair has the responsibility to promote the department, be involved in student recruitment activities and promote and assist in facilitating student success.

Responsibilities Related to Students:

Core Responsibilities	Additional Responsibilities
C1. Coordinate the provision of information to students in programs so that assistance and information beneficial to the students can be delivered.	A1. Coordinate the admission of students in accordance with agreed upon admission criteria and processes as set forth in the Vancouver Island University <i>Calendar</i> .
C2. Assist the VIU University Relations department with initiatives to promote the program and recruit students.	A2. Assist in the academic advisement and placement of assigned students and in the evaluation of transcript credit.
C3. Address student concerns and direct students to extra supports as necessary and consult with the Dean as appropriate.	A3. Recommend course substitutions as required with input from program / discipline faculty.
	A4. Ensure that student requests for advanced placements are processed (Prior Learning Assessment [PLA] and affiliation agreements).
	A5. Arrange orientation for incoming students.
	A6. Where appropriate, facilitate contact with potential employers to assist students with employment opportunities and / or work placement / practicum opportunities.

2. Departmental Staffing

The Chair has the responsibility for ensuring the department is adequately staffed, and the timetable has been completed, and also to encourage faculty in their scholarly activity pursuits and to orient new employees to the department and the University.

Responsibilities Related to Departmental Staffing:

Core Responsibilities	Additional Responsibilities
<p>C1. Assist the Dean with filling regular and temporary faculty positions in accordance with collective agreement provisions and VIU policies.</p> <p>C2. Participate in or chair departmental selection committees.</p> <p>C3. Provide orientation for new faculty in matters pertaining to the department.</p> <p>C4. Encourage and facilitate professional development for faculty in the department.</p> <p>C5. Encourage and facilitate community engagement activities for faculty in the department.</p> <p>C6. Work closely with faculty to maintain high academic standards, promote student success and foster student retention.</p> <p>C7. Consult with department faculty when writing job postings.</p> <p>C8. Develop departmental teaching assignments and communicate department course schedule(s) to the Dean.</p> <p>C9. Work with faculty to ensure they have been assigned an appropriate teaching load as described in relevant collective agreements and communicate to the Dean these assignments.</p> <p>C10. Assist individual faculty with student performance issues and consult with the Dean when appropriate.</p> <p>C11. Train and mentor the individual who succeeds the Chair.</p> <p>C12. Assign work and oversee the work of departmental technicians, toolroom attendants, lab assistants and support staff as appropriate.</p>	

3. Administration

The Chair has the responsibility for coordinating / overseeing the administration of the department and its contribution to the governance of the University.

Responsibilities Related to Program Administration and Governance:

Core Responsibilities	Additional Responsibilities
<p>C1. Actively promote department programs within the University and at other institutions.</p> <p>C2. Arrange attendance of faculty at recruiting, fundraising and other events on behalf of the department.</p> <p>C3. Coordinate the completion of academic and governance tasks required of the department and by members within the Faculty.</p> <p>C4. Represent the Department / Faculty / University by participating in community and professional meetings and events related to the department and to internal and external communities.</p> <p>C5. Assist in summative and formative program assessment / review where appropriate.</p> <p>C6. Develop the agenda and chair meetings of the department as required.</p> <p>C7. Comply with Worksafe BC, VIU Health and Safety and University policies and procedures.</p> <p>C8. Refer to the Dean or Associate Dean in a timely manner matters related to workplace discipline and job performance issues and document for follow-up.</p>	<p>A1. Represent the department as a member of Faculty Council if required.</p> <p>A2. Work with the Dean to coordinate contracts for projects being conducted directly by the department and liaise with appropriate contract managers.</p> <p>A3. Timetable courses.</p> <p>A4. Coordinate room booking for courses.</p> <p>A5. Coordinate curriculum development, including new course proposals and course changes.</p>

4. Budget

The Chair has the responsibility for maintaining a sound budget for the department.

Responsibilities Related to Budget:

Core Responsibilities	Additional Responsibilities
C1. Assist the Dean in the preparation and administration of all budgets pertaining to the department. C2. Coordinate and / or oversee the ordering of supplies and the planning, purchase and maintenance of equipment and facilities for the courses taught by the department. C3. Coordinate and / or oversee the ordering of texts and other resources (e.g. books, library books) for courses taught by the department. C4. Monitor the departmental budget and provide input throughout the entire budget cycle. C5. Manage the department's budget as determined by the Dean, including the approval of timesheets and expenses. C6. Develop and present to the Dean extraordinary budget requests.	