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| <b>Selkirk College<br/>Policies and Procedures</b> |                               | Title and number                          | <b>6500 School Chairs and Department Head Appointments</b> |               |            |
|  |                               | Replaces                                  | B6002.3  |               |            |
|  |                               | Effective                                 | 1995-02-28   | Next review : | 2006-01-01 |
| Executive Responsibility                           | Administrative Responsibility | Recommended by Policy Review Committee    |  | 2000-03-02    |            |
| President  | President                     | Recommended/Approved by Education Council |  | N/A           |            |
|  |                               | Approved by President                     |  | 2000-03-15    |            |

## 1 POLICY

The Department Head serves a unique and important role in the organizational structure of the College. The role and function of the Department Head is to be responsible for the overall operation and performance of his or her department. A second yet equally important function is that of a formal link between the faculty and the administration. Because of the dual status of his or her role and to ensure consistency and continuity in practice the following policies shall prevail:

1. An individual shall be appointed head of a department for a specified term.
2. Department heads shall be appointed by the President upon the recommendation of the relevant Dean/Supervisor after formal consultation with the department.
3. The appointment of department head shall in no way affect nor reflect upon the status of the individual as a faculty member.
4. In recognition of the duties and responsibilities of the department head, (attached) a stipend shall be provided in accordance with the collective agreement(s) plus some release time prorated on the basis of the workload involved.

## 2 ADMINISTRATIVE REGULATIONS

1. The normal term of appointment for a department head shall be for renewable three year terms or as provided in collective agreement(s).
2. Appointments shall normally be made on or before April 1 and shall take effect May 1.
3. Upon giving notice, department heads may resign their administrative assignment at any time during their term. The normal resignation notice period is two months, but this may vary if mutually acceptable.
4. The President may request that a department head resign where the continued appointment may not be in the best interest of the individual, the department, or the college.
5. The amount of release time provided department heads may vary from 20% to 80% of a normal assigned instructional workload and shall take into consideration the number of instructors in the department, the variety of disciplines, and the level of internal and external relationships necessary to the operation of the department.

### **3 DEPARTMENT HEAD: DUTIES AND RESPONSIBILITIES**

#### Leadership/Long Range Planning/Goal Setting/College Mission

6. Interpreting policies of the College to department members and students where appropriate. Working to formulate draft policy as required. Communicating issues of concern regarding policies to the Program Director.
7. Supporting and encouraging the professional development of department members to maintain currency in their field. Provide exposure to faculty for new developments in learner-centred education.
8. Being actively involved on appropriate College committees.
9. Working with department members and other stakeholders to develop long range department goals and plans that are reviewed on an annual basis.
10. Working collaboratively with the Program Director to develop and promote new strategic alliances with educational and community institutions.
11. Promote existing programs in suitable markets, working with the Director of Advancement/Development.

#### Curriculum Revision and Development

12. With due allowance for faculty to exercise professional judgement, working with department members in the maintenance, revision or development of educational experiences that will appropriately meet the needs of the learners, and the various agencies or institutions with which the College liaises. This may include involvement in the development of course outlines, selection of modes of instruction, texts, and other instructional aids and materials. Unless demonstrably ineffective or inconsistent with the stated objective of the area, prime responsibility for such selections will rest with the faculty member.
13. Establishing and maintaining, where relevant, College advisory committees in accordance with College Policy.
14. Maintenance of a curriculum that meets the needs of learners.

#### Management of Instructional and Learning Enterprise

15. Supervising and supporting the instructional programs within the department.
16. Providing required reports concerning activities within the department. Collaborating with the Program Director to initiate program evaluation procedures and to ensure appropriate follow-up.
17. Scheduling regular department meetings as required.

18. Collaborating with Program Directors to prepare the operating, capital and personnel budgets for their department in accordance with administrative directives and procedures. Monitoring and controlling the budget for the assigned department in consultation with the Program Director. Working with Program Director to ensure that facilities meet the needs of the programs.
19. Collaborating with Program Directors to articulate programs with other colleges, the universities, provincial institutes and external agencies.
20. Managing equipment and other inventory items, and other enterprises that are required for instructional delivery.
21. Generating revenue to support the instructional process where appropriate.

#### Personnel Management

22. Providing information and support to faculty and staff members.
23. Collaborating with the Program Director in the staff recruitment and selection process. Carrying out orientation of staff in the department and providing direction for teaching assignments.
24. Conducting evaluations and appraisals of all full- and part-time instructional staff within the department.
25. Working with the Program Director to support the implementation of an in-service program for full- and part-time instructors that includes an initial orientation and ongoing in-service training.
26. Reviewing and making recommendations regarding department member vacation, assigned duty, and P.D. plans.
27. Working collaboratively with the department members to develop teaching assignments and timetables that are learner-focused and forwarding these recommendations to the Program Director for final approval. Coordinate with Campus Manager and Registrar to mount the timetable where applicable.

#### Student Contact

28. Handling student appeals, course challenges, and other concerns related to instruction.
29. Providing information to students on educational matters and making referrals to counselling and other services when appropriate.

#### Proposal Writing/Generation and Project Management

30. Working collaboratively with the Program Director to initiate and develop proposals for the funding of related projects, including those supported by soft contract money.
31. Collaborating with the Program Director to facilitate, monitor and report on special projects.

Communication

32. Establishing and maintaining appropriate liaison with internal and external contacts.
33. Liaising on program and student related matters with department members and students regarding issues generated from the Department Head/Program Director group, Senior Management and other College committees when appropriate.

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**Other relevant policies:**

**Key words: .....**

Appointments, Stipend, School Chair, Department Heads