

**ARTICLE 28: APPOINTMENT AND RESPONSIBILITIES OF CHAIRS, DIRECTORS, AND ASSISTANT DEANS**

**28.01 Appointment of Chairs and Directors**

- 28.01.01 The Chair of a Department or Program, or the Director of a School shall be appointed, in writing, by the Board on the recommendation of the President. A Chair or Director shall be a full-time faculty member with academic rank. The appointment shall be for three years or for a specified lesser term acceptable to the President, the appointee, and the Department or School or Faculty in which the appointee holds his/her academic appointment. Normally a member shall not serve more than three consecutive terms as Chair or Director.
- 28.01.02 Prior to making his/her recommendation to the Board, the President shall obtain a recommendation from a Nomination Committee pursuant to 28.01.04 and advice from the Provost and Provost and Vice-President (Academic) and the Dean.
- 28.01.03 By January 15<sup>th</sup> in the final year of a term, the incumbent Chair or Director shall notify the Dean in writing of his/her intent to be considered for an additional term. The Department or School, or Faculty in the case of a Chair or Director of a Program, shall review the incumbent intending to be considered for an additional term. The Department or School, or Faculty in the case of a Chair or Director of a Program, shall hold a formal meeting on or before January 31<sup>st</sup> of the final year of a term pursuant to 28.05, and decide either:
- (A) to recommend that the incumbent Chair or Director be reappointed, or, if this option is rejected,
  - (B) to appoint a Nomination Committee pursuant to 28.01.04 with the responsibility of making a recommendation to the Department or School or Faculty.
- 28.01.04 The Nomination Committee for a Chair or a Director shall be formed by February 15<sup>th</sup> of the final year of a term and shall be composed of:
- (A) three faculty members holding tenured or probationary appointments, if possible, and not more than two from one rank, if possible, elected by and from members of the Department or School or Faculty;
  - (B) a cognate Director or Chair, appointed by the Dean after consultation with the faculty members in the Department or School or Faculty seeking a Director or Chair;
  - (C) the Dean of the Faculty, who shall be the non-voting chair of the Committee.

The structure of the Nomination Committee may be altered by formal agreement between the Department or School and the Dean when it is not possible to fulfil the numerical requirements of (A) above.

28.01.05 The Nomination Committee shall solicit nominations from full-time faculty members of the Department or School or Faculty. If there is an approved vacancy in the Department or School or Faculty, the Committee may advertise the position of Chair or Director in external publications pursuant to the Appointment procedure in this Agreement. Taking into account factors such as academic and administrative competence, the Committee shall establish a short list of candidates. If possible at least two names shall be approved by the Nomination Committee and submitted to the Department or School or Faculty by March 7<sup>th</sup> of the final year of a term. The full-time faculty members of the Department or School or Faculty shall vote by ballot to select its candidate from those named. The name of the preferred candidate shall be submitted to the Provost and Provost and Provost and Vice-President (Academic) and President for endorsement by March 15<sup>th</sup> of the final year of a term.

28.01.06 If the President endorses the candidate, he/she shall recommend such an appointment to the Board. The President may refuse to endorse the candidate if he/she has significant concerns about the candidate's academic and/or administrative capabilities or about his/her ability to work with the Dean in a productive fashion. If the President does not endorse the candidate, he/she shall refrain from making a recommendation to the Board, and shall meet with the Department or School or Faculty to advise it of these concerns prior to its consideration of alternate candidates.

28.01.07 When a temporary vacancy exists due to the absence of the Chair or Director or when a vacancy cannot be filled for bona fide reasons, the President may fill the position with an Acting Chair or Acting Director for a period of not more than twelve months. The appointments shall be made after consultation with the Provost and Provost and Vice-President (Academic) and Dean, who shall have consulted with the Department or School. An Acting Chair or Acting Director has all the rights and responsibilities of a Chair or Director. In cases involving article 37.04.05 alternative arrangements may be developed by the Joint Committee.

28.02 **Responsibilities of Chairs and Directors**

28.02.01 The Chair or Director provides academic leadership, represents the Department, Program, or School, and works to achieve progress and development in all matters affecting the academic life of the Department or School, the Faculty, and the University.

Although responsible for communication, organization, and administration, the Chair or Director remains a scholar for whom teaching and research are also fundamental responsibilities.

The Chair or Director is administratively responsible to the Dean

28.02.02 A Chair or Director shall have the following particular responsibilities:

- (A) to provide leadership and co-ordination in the initiation and formulation of the Department's, School's, or Faculty's policies within the framework of Faculty and University policies, and in the planning and development of academic programs;
- (B) to ensure that regular Department or School meetings are called;
- (C) to present the Department's or School's policies and programs to the Faculty Council and Senate, as appropriate, for approval;
- (D) to represent the Department or School inside and outside the University;
- (E) to supervise the faculty, staff, students, and programs; for the Faculty of Business of Administration, Education, Natural Resources Management, to supervise staff, students and programs;
- (F) to prepare budget estimates for submission to the Dean, and to administer authorized budgets;
- (G) to make known and administer University policies as formulated by the Board, the Senate, or the Faculty Council as they affect the Department, Program, or School;
- (H) to work in compliance with supervisory duties defined in the Occupational Health and Safety Act and in the University's Health and Safety policy; and
- (I) to carry out other responsibilities pursuant to this Agreement.

28.03 In recognition of the administrative responsibilities of a Chair or Director, due consideration shall be given to a reduction in his/her assigned teaching responsibilities.

28.04 A Chair or Director or Acting Chair or Acting Director may have his/her appointment terminated by the Board for just cause on the recommendation of the President. Just cause includes, but is not limited to a statement of non-confidence approved by the School or Department or Faculty (Business Administration, Education, Law and Natural Resources Management) by ballot vote at a formal meeting pursuant to 28.06 of the School or Department or Faculty chaired by the Dean.

28.05 **Assistant Deans**

28.05.01 Appointment of Assistant Deans

28.05.01.01 The Assistant Dean shall be appointed, in writing, by the Provost and Vice-President (Academic). An Assistant Dean shall be a full-time tenured faculty member with academic rank. The appointment shall be for three years or for a specified lesser term acceptable to the Provost and Vice-President (Academic), the appointee, and the Faculty in which the appointee holds his/her academic appointment.

- 28.05.01.02 Prior to making his/her recommendation to the Board, the Provost and Vice-President (Academic) shall obtain a recommendation from a Recommendation Committee pursuant to 28.05.01.04 and advice from the Dean.
- 28.05.01.03 No member shall serve more than two terms as Assistant Dean. A Recommendation Committee pursuant to 28.01.04 will be charged with the responsibility of making a recommendation to the Department or School or Faculty.
- 28.05.01.04 The Recommendation Committee for an Assistant Dean shall be composed of three tenured faculty members plus the Dean. The Recommendation Committee shall be composed so that:
- (A) At least one of the members is a Chair, Director, or Program Coordinator from an academic unit within the Faculty.
  - (B) No more than one member shall be from any academic unit or program within the faculty in order to ensure fair representation.

The structure of the Recommendation Committee may be altered by formal agreement between the Faculty and the Dean when it is not possible to fulfil the requirements described above.

- 28.05.01.05 The Recommendation Committee shall review the applications and develop a short list of suitable candidate(s). The names of the shortlisted individual(s) shall be placed on a ballot. All full time faculty members in the relevant Faculty shall be invited to ballot for each applicant as follows:
- 1. I support the candidate for the position of Assistant Dean;
  - 2. I do not support the candidate for the position of Assistant Dean;
  - 3. I abstain from providing a recommendation.

The Dean shall ensure that the ballots are counted in the presence of a LUFAscrutineer. The results of the ballots, noting the number of ballots in support of the candidate, not in support of the candidate, and abstentions, shall be provided in writing to the Recommendation Committee.

The Dean shall forward the recommendation along with the original ballots and the ballot results to the Provost and Vice-President (Academic) for endorsement. Upon confirmation of a successful candidate by the Provost and Vice-President (Academic), the ballots shall be destroyed.

- 28.05.01.06 When a temporary vacancy exists due to the absence of the Assistant Dean or when a vacancy cannot be filled for bona fide reasons, the Provost and Vice-President (Academic) may fill the position with an Acting Assistant Dean for a period of not more than twelve months. The appointments shall be made after consultation with the Dean, who shall have consulted with the Faculty. An Acting Assistant Dean has all the rights and responsibilities of an Assistant Dean. In cases involving article 37.04.05 alternative arrangements may be developed by the Joint Committee.

#### 28.05.02 Responsibilities of Assistant Deans

The duties of the Assistant Dean shall be summarized in writing by the Dean and approved by the Provost and Vice-President (Academic) prior to the commencement of any of the Appointment process described in 28.05.01. No duties shall be assigned to the Assistant Dean that are inconsistent with bargaining unit membership.

The Assistant Dean shall not be assigned or assume duties specifically defined as responsibilities of the Dean in Senate and/or other academic policies including functioning as a judicial officer, or duties specified or defined as responsibilities of the Dean in the collective agreement, nor shall the Assistant Dean have any supervisory responsibilities over faculty members.

The duties of the Assistant Dean shall include specific projects or endeavours outside the day to-day obligations of the Dean.

28.05.03 In recognition of the administrative responsibilities of an Assistant Dean, due consideration shall be given to a reduction in his/her assigned teaching responsibilities. The position of Assistant Dean shall represent a maximum of 1.0 FCE of the individual's annual teaching workload.

#### 28.05.04 Grievance

The Assistant Dean shall remain a member of the Bargaining Unit. All aspects of the above are subject to the Grievance and Arbitration provisions of the Collective Agreement.

#### 28.06 Formal Meeting

A formal meeting for purposes of this Article is a meeting of full-time faculty members that includes the following procedures:

- (A) five days' written notice of the meeting and of the issue to be discussed pursuant to 28.01.03 or 28.04;
- (B) a quorum of at least fifty percent of the full-time faculty members in the department, school or faculty;
- (C) a formal motion and vote on the substantive issue;
- (D) the right of the member who is affected by the substantive issue to speak on his/her own behalf; and,
- (E) official minutes which include a list of those present and of the number voting for and against the substantive motion.