

 BRANDON UNIVERSITY	Departmental Chair Mandate and Administrative Responsibilities	Approved by: Education Faculty Council
Faculty of Education Administrative Policy	First Approved: August 29, 2016	Updated:

1.0 Policy General Purpose

The Faculty of Education consists of the following departments:

- Leadership and Educational Administration
- Curriculum and Pedagogy
- Educational Psychology and Student Services
- Physical Education
- Joint Department of Music Education

The purpose of this policy is to identify the roles and responsibilities of the department chairs.

2.0 Policy Guidelines

A department chair will serve a three year term.

The responsibilities of a Chair are outlined in the Collective Agreement. It states, “The function of the Department Chairperson is to coordinate, facilitate, and expedite matters pertaining to the operation of the Department/Program to ensure that departmental/program policy decisions are carried out, and to demonstrate initiative and leadership in the conduct of departmental/program business.”

In addition, each department chair will be responsible for administrative leadership in the following core areas:

- Administering Bachelor of Education program and Graduate program
- Program review, in consultation with the field
- Course and program review with Faculty members and across areas of specialization
- Evaluation and assessment of all new courses
- Reviewing and strengthening field experience in conjunction with the Director of Field Experience
- Chairing promotion and tenure meetings
- Program and student advising
- Recommending workload for department members from their program area
- Reviewing grades from their program area
- Administering courses and calendar changes for their program area
- Recommending sessional instructors for their program area
- Holding departmental meetings on a regular basis

- Responding to academic misconduct
- Responding to student grade/academic appeals
- Fulfilling other administrative responsibilities, in conjunction with the department and Faculty Council

Community-Based Education (CBE) and Program for the Education of Native Teachers (PENT)

The Director of CBE and PENT is responsible for educational and administrative leadership in the following core areas:

- The administration of the projects
- Supporting the delivery of undergraduate courses in the projects
- Promoting research and training
- Expanding professional development opportunities for teachers
- Performing program and student advising
- Performing additional administrative duties, such as
 - Recommending workload in PENT and CBE
 - Holding departmental meetings on a regular basis
 - Responding to academic misconduct
 - Responding to student grade/academic appeals
 - Fulfilling other administrative responsibilities, in conjunction with the department and Faculty Council

Graduate Education Program

The Chair of the Graduate Education Program is responsible for educational and administrative leadership in the following core areas:

- Administering graduate studies programs
- Promoting program development and change
- Meeting the needs and demands of professionals and those seeking post-graduate credentials
- Communicating with stakeholders
- Performing program and student advising
- Supporting the development of faculty and graduate student research
- Encouraging increased cooperation among teachers, schools, school divisions, and the Faculty of Education, in terms of research
- Performing additional duties such as:
 - Recommending Graduate Studies (07) workload of core graduate courses, in conjunction with program areas
 - Reviewing grades
 - Managing course and calendar changes
 - Recommend hire of sessional instructors for 07 core graduate courses
 - Holding program meetings on a regular basis
 - Responding to academic misconduct
 - Responding to student grad/academic appeals

- Fulfilling other administrative responsibilities, in conjunction with the department and Faculty Council

3.0 Scope of the Policy

Applies to the Faculty of Education.

4.0 Definitions

For the purpose of this policy, unless otherwise stated, the following definitions shall apply:

PENT Program for the Education of Native Teachers

CBE Community-Based Education

5.0 Reference to Other Policies

None

6.0 Approval Process

Faculty of Education

7.0 Appendices

None

Procedures

Inquiries may be directed to the Office of the Dean of Education at deanofed@brandonu.ca or (204) 727-9616.
