

Appendix A - Article 4.05 CHAIRS AND PROGRAM COORDINATORS

4.05 CHAIRS AND PROGRAM COORDINATORS

- (a) The Employer agrees to establish, maintain and continue the positions of chair and coordinator agreed to at LMRC unless there are demonstrable reasons for discontinuing the position(s).
- (b) Whenever a vacancy arises for a chair it shall be filled by the following process:
 - (i) all faculty members of the discipline(s) or program(s) or closest related discipline(s) or program(s) shall be eligible to vote for chair;
 - (ii) all regular faculty members of the discipline(s) or program(s) or closest related discipline(s) or program(s) shall be eligible to be elected as chairs;
 - (iii) the chair shall be elected for a three-year term;
 - (iv) the administrator responsible shall offer an appointment to the faculty member(s) so chosen;
- (c)
 - (i) vacancies for program coordinators will be filled in accordance with procedures described in Article 4.02;
 - (ii) a coordinator's term of appointment is for a maximum period of three (3) years.
- (d) Duties and responsibilities of chairs and coordinators will include those agreed to at LMRC. Additional duties and responsibilities applying to a specific discipline/program will be mutually agreed upon by the Chair/Coordinator and their Dean after consultation with the discipline/program.
- (e)
 - (i) the incumbent(s) can be removed at any time from the position of chair or coordinator:
 - by majority vote of the faculty members present and voting at a duly called meeting of the discipline(s) or program(s);
 - or by the Employer for just and reasonable cause.
 - (ii) upon completion of a term(s) as a chair or a coordinator or removal from a chair or coordinator position, the faculty member will resume his/her former regular position or an equivalent position without loss of seniority and benefits.
- (f) A chair or coordinator may serve for a maximum of two consecutive three year terms.
- (g) If a current faculty member was hired to be a coordinator and failure to be re-appointed would result in a layoff, or where there is only one faculty member in a discipline/program, or if agreed to by a majority vote of the faculty members in the discipline/program and approved by the Dean, the limit for coordinator contained in Article 4.05(f) will not apply.
- (h) When a vacancy is unable to be filled by the above process, it is understood that the administration will assume the duties normally performed by the chair or program coordinator.
- (i) Time assignments for chairs and coordinators are identified and maintained by LMRC.

Appendix B – RESPONSIBILITIES OF A CHAIR/COORDINATOR at Kwantlen Polytechnic University

Chairs and coordinators are collegial leaders and are an essential part of department, faculty, student, and institutional success in meeting our academic aspirations. Chairs and coordinators liaise between department colleagues and the Dean's office. They rely upon collegial communication and participation from department colleagues to ensure effectiveness in the role.

As collegial academic leaders, chairs and coordinators consult regularly with department colleagues to establish departmental priorities. They then consult with the Dean to finalize and sign off on priorities.

Chairs and coordinators do not have a different level of authority from their department colleagues. The Dean's office is invested with authority to supervise faculty members.

Recognizing the diversity of needs and structures of different departments, the following outlines the broad activities which may fall under the responsibility of the chair or coordinator. Not all activities will apply.

1. ED-PLANNING, CURRICULUM DESIGN, AND IMPLEMENTATION

Ed-Planning and Timetabling

- Consult with Deans and colleagues regarding educational plan
- Consult with the Dean's office on enrolment and projected trends
- Provide input to Dean on the review, development or revision of program and/or mix of course offerings
- In consultation with Dean's office, colleagues and administrative assistant, recommend student-centered timetables
- Consult with advisory committees, and/or other programs or agencies as applicable

Monitor Educational Plan

- Provide input on student and employer demand
- Make recommendations about student recruitment as necessary

Curriculum Design and Implementation

- Ensure tasks related to curriculum design and implementation are carried out by the department, not necessarily the chair/coordinator. These may include:
 - Review of calendar and timetable related to department
 - Oversee/participate in the design of new courses/programs
 - Review and recommend admission requirements for program and prerequisites for courses
 - Participate in program review
 - Monitor the implementation of new curriculum/courses
 - Liaise with colleagues in different departments offering program courses
 - Participate in development of program courses

- Participate in preparation of submissions for approval by professional organizations
- Monitor current trends in courses and pedagogy

2. INTERNAL CO-ORDINATION

Within Department

- Foster educational practices that ensure course outline outcomes are met, such as course presentations
- Assist faculty colleagues as appropriate with student issues such as students at risk of failing; student conduct; work/practicum concerns; or other classroom concerns
- Help identify emerging educational support opportunities for departments
- Ensure regular department meetings are held
- Bring forward emergent issues and need to the attention of the Dean's Office
- Encourage ongoing support for new faculty (e.g.: orientation, mentoring)
- Circulate information from the Dean as requested
- Facilitate appropriate faculty representation on search committees by ensuring annual elections occur
- Foster effective working relationships within the department
- Consult with the Dean on departmental budget
- In coordination with appropriate persons, order and/or oversee departmental/program equipment and supplies
- Refer issues and problems to Dean's office as appropriate
- Foster effective working relationship with Dean's Office through regular meetings and/or other measures as mutually agreed
- Foster effective working relationship with departmental assistant as applicable

Within Kwantlen Polytechnic University

- Promote department/program representation on appropriate KPU committees
- Facilitate department/program representation in planning processes
- Provide general on-going liaison with Dean and other administrators on current issues
- Attend regular Faculty chairs' meetings if appropriate
- Liaise with admissions, educational advisors, and student services personal

3. EXTERNAL CO-ORDINATION

- Facilitate representation on provincial articulation committees and steering groups
- Promote liaison with professional organizations
- Encourage representation in appropriate local/business/trade groups/other institutions
- Attend/ensure attendance at functions for student recruitment (e.g.: career fairs, open houses)