

## **RESPONSIBILITIES OF DEPARTMENTAL CHAIRPERSONS**

(approved at the 317th Meeting of Senate, April 23, 1990)

1. The election of DCP's should normally be for a period of 2 years.
2. DCP's should be provided with administrative assistants where demonstrable need exists.
3. DCP's should receive a small discretionary budget for programme development.
4. Job description of DCP's approved by Senate - April 23/90:

### **DEPARTMENT**

The department chairs consult with colleagues, when necessary, and represent the department on the following items:

- Organize and chair departmental meetings.
- Handle departmental correspondence, internal and external.
- Prepare departmental budget, timetable and calendar copy.
- Approve departmental expenditures; monitor budget.
- Coordinate programme planning and implementation.
- Organize the Dissertation course, when applicable.
- Organize election of student representatives, when applicable.
- Library Liaison.
- Organize external evaluation of the programme, whenever necessary.

### **FACULTY**

- Supervision of part-time faculty.
- Circulate academic information to faculty

### **STUDENTS**

- Supervise student registration, and late registrations.
- Approve course changes, recommendation transfer credits and exchange programmes.
- Student counselling, re programme and other concerns.
- Processing of student dossiers for graduation and prizes.

### **DIVISION AND CAMPUS**

- Preparation of departmental submissions to the Division and Senate.
- Liaison with university committees and administrative bodies, when necessary.

### **EXTERNAL**

- Advising potential students.
- Represent department at provincial and national bodies, when appropriate.
- Organize visits by speakers.

### **ADDITIONAL DUTIES**

- Submission of an annual report.
- As required by department.