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APPENDIX B



LANGARA  
COLLEGE


DATE: October 17, 1996  
TO: Linda Holmes, President - Langara College  
Lawrence Warren, President - Langara Faculty Association  
FROM: Members of the Joint Committee on ADT:  
Linda Arnold, Martin Gerson, Cheryl McKeeman & Michael Sharzer  
SUBJECT: Administrative Duty Time


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The Joint Committee on Administrative Duty Time, which was established as a consequence of the Letter of Understanding on ADT dated February 21, 1996, is pleased to present an interim report consisting of proposed job descriptions for Department Chairs and Division Chairs, based on mutually agreed upon administrative duties.

These lists of duties and responsibilities have been developed in consultation with all Division and Department Chairs, Assistant Department Chairs and Coordinators.

To ensure that there is mutual agreement on the administrative duties, the Committee requests approval by the Association and the College prior to our moving ahead to the next stage. If you agree with the enclosed lists of duties and responsibilities, would you kindly indicate this with your signature below. Thank you.

  
Linda Holmes  
President, Langara College

  
Lawrence Warren  
President Langara Faculty Association

cc: Linda Arnold      Martin Gerson      Cheryl McKeeman  
Michael Sharzer      Karen Sawatzky

## DEPARTMENTAL ADMINISTRATIVE DUTIES & RESPONSIBILITIES

(October 16, 1996)

The following list of activities has been divided into **duties** and **responsibilities**. **Duties** define those activities Department Chairs would be expected to carry out themselves. **Responsibilities** define those departmental activities for which the Department Chair is ultimately responsible, but which may be delegated or assigned to other members of the department.

CATEGORIES	DUTIES & RESPONSIBILITIES
ACADEMIC (ACA)	<p><b>DUTIES:</b></p> <ul style="list-style-type: none"> <li>- approves departmental publications</li> </ul> <p><b>RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>- develops program curriculum - researches, redesigns and updates</li> <li>- updates university transfer</li> <li>- prepares/reviews program evaluation</li> <li>- prepares for program accreditation</li> <li>- prepares new program proposals</li> <li>- represents curriculum proposals at Education Council</li> </ul>
COLLEGE WIDE LIAISON (CWL)	<p><b>DUTIES:</b></p> <ul style="list-style-type: none"> <li>- liaises with:               <ul style="list-style-type: none"> <li>- Deans</li> <li>- Registrar</li> <li>- Division Chairs</li> <li>- other administrators</li> <li>- other instructional departments (eg: support courses)</li> <li>- Student Services (for calendar updates)</li> </ul> </li> <li>- substitutes for Division Chair during absence</li> <li>- participates in campus-wide meetings and committees</li> </ul> <p><b>RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>- liaises with:               <ul style="list-style-type: none"> <li>- Communications</li> <li>- Computing Centre</li> <li>- Counselling</li> <li>- Bookstore</li> <li>- College Foundation</li> </ul> </li> <li>- Liaises with Student Services for:               <ul style="list-style-type: none"> <li>● student admissions</li> <li>● graduation ceremonies</li> <li>● scholarship presentations</li> </ul> </li> </ul>

<b>DEPARTMENTAL FUNCTIONS (DEPT)</b>	<b>DUTIES:</b> <ul style="list-style-type: none"> <li>- ensures coordinators &amp; assistant department chairs are informed about budgets and other relevant issues</li> <li>- organizes and liaises with departmental committees</li> <li>- disseminates information (by memo, phone, e-mail, meetings)</li> <li>- manages correspondence</li> <li>- plans (academic and facilities)</li> <li>- creates, develops and maintains departmental data bases (files)</li> <li>- chairs department meetings (ensures minutes are prepared and circulated)</li> <li>- maintains department and program policies and procedures</li> <li>- interprets, implements and communicates College policies and procedures</li> <li>- ensures textbooks are selected and orders are placed in a timely fashion</li> <li>- manages LARS (eg: updates and proofs LARS guide, monitors LARS during registration, assigns LARS advising schedules)</li> <li>- is responsible for other duties as may be assigned</li> </ul> <b>RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>- arranges scholarship nominees</li> <li>- arranges visiting lecturers and readers</li> <li>- manages departmentally sponsored projects <ul style="list-style-type: none"> <li>- mandatory department projects (eg: Studio 58, Voice)</li> <li>- voluntary department projects (eg: Display &amp; Design Grad Show, 49th Avenue magazine)</li> </ul> </li> <li>- chairs program area meetings</li> <li>- organizes seminars and department PD days</li> <li>- handles internal publicity (eg: posters, course outline booklets)</li> <li>- prepares grant &amp; special funding applications</li> </ul>
<b>EXPERIENTIAL LEARNING (ESP)</b>	<b>RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>- obtains, and liaises with practicum sites</li> <li>- arranges practica/field trips/clinical/field schools/internships/co-ops</li> </ul>

<b>EXTERNAL (EXT)</b>	<b>RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>- liaises with prospective employers</li> <li>- maintains Alumni Liaison</li> <li>- maintains professional affiliations</li> <li>- manages department PR (eg: newsletter, journal articles, high school visits)</li> <li>- organizes recruitment (eg: advertising, creating material for potential students; creating mailing lists [high schools/clients] phone inquiries, "Information Day")</li> <li>- liaises with other educational institutions</li> <li>- maintains Ministry contacts</li> <li>- manages advisory committees in accordance with College policy</li> <li>- seeks external funding/scholarships</li> <li>- attends articulation meetings.</li> <li>- communicates with publishers' representatives</li> <li>- develops relationships with business and community groups</li> <li>- arranges volunteer opportunities for students</li> <li>- gives professional advice to public</li> </ul>
<b>FACILITIES (BLDG)</b>	<b>DUTIES:</b> <ul style="list-style-type: none"> <li>- plans and manages facilities and equipment</li> </ul>

<b>FACULTY/STAFF] (FAC)</b>	<b>DUTIES:</b> <ul style="list-style-type: none"> <li>- assigns office space</li> <li>- implements evaluation process</li> <li>- implements hiring process</li> <li>- deals with absent faculty and replacements</li> <li>- monitors faculty and staff responsibilities</li> <li>- participates in Department Chair orientation/training/PD</li> <li>- orients new faculty to College and department</li> <li>- organizes PD/Vac scheduling and reporting</li> <li>- fosters a positive work environment (eg: recognizes &amp; encourages success, awards nominations)</li> <li>- supervises other department administrators and staff</li> <li>- interprets and implements the Collective Agreement(s) (LFA and CUPE)</li> <li>- chases exams</li> <li>- chases grades</li> <li>- encourages career development</li> <li>- provides personal reference letters (for faculty)</li> <li>- obtains course outlines from department members</li> <li>- approves and recommends where appropriate to Deans/President short term alternate duty/leave requests</li> </ul> <b>RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>- trains and orients new staff</li> <li>- manages student aides, workstudy students and staff (including timesheets)</li> <li>- organizes conferences</li> <li>- mentors</li> <li>- supervises lab</li> <li>- resolves conflicts</li> <li>- solves personnel problems</li> <li>- coordinates group Professional Development Projects</li> </ul>
<b>FINANCE (FIN)</b>	<b>DUTIES:</b> <ul style="list-style-type: none"> <li>- plans supplies &amp; capital equipment requests &amp; initiates requisitions</li> <li>- prepares and monitors budgets</li> </ul>
<b>SCHEDULING (SCH)</b>	<b>DUTIES:</b> <ul style="list-style-type: none"> <li>- prepares and revises course schedules</li> <li>- liaises with other departments re: support course scheduling</li> <li>- prepares enrollment projections</li> <li>- checks final-exam schedule</li> <li>- assigns faculty and staff schedules</li> </ul>

**STUDENTS  
(STD)**

**DUTIES:**

- handles grade appeals (organizes appeal committee and process, communicates with student/Registrar)

**RESPONSIBILITIES:**

- selects students (eg: interviews)
- advises students and applicants
- advises students about employment opportunities
- advises and assists students during registration (LARS)
- assesses background credentials & placement in courses
- handles complaints, problems and resolution (eg: non-registered students, students in wrong class, etc)
- assesses requests for transfer credits
- provides student orientations
- reviews scholarship applications & recommends awards
- arranges & encourages student participation in conferences
- arranges class photos
- liaises with program-related and student-formed organizations