



2.N-2005 Area Chairs

1. Chairs will be nominated by their areas. Nominations will be communicated to the President via the Vice-President Academic & Dean. In the exceptional circumstances that either the Vice-President Academic & Dean or the President is unable to accept the nomination of the area, a meeting should be called of the area and an explanation offered by the Vice-President Academic & Dean and/or President. The members of the area should then meet to reconsider their nomination.
2. Chairs serve a three year term, which can be renewed for a further two years if the area so desires.
3. Chairs meet regularly with the members of their area. Chairs should represent the interests, concerns and priorities of their areas and serve as bridges between the faculty and the Vice-President Academic & Dean. To perform this responsibility effectively, Chairs are responsible for the following duties:
 - call and chair regular meetings of the area
 - generate meeting agendas
 - ensure that a recording secretary is appointed and minutes kept and circulated for each meeting
 - communicate the interests, concerns and priorities of the area to the Deans' Council, Academic Council, Vice- President Academic & Dean and President as appropriate and as required
 - communicate responses, actions and results back to the area in a timely fashion
 - assist the Vice-President Academic & Dean as appropriate (support the Vice-President Academic & Dean's role to pursue funding opportunities, overseeing or conducting scholarly outreach and so on)
 - advise students re: courses and programs.
4. Chairs facilitate the initiation and development of new courses and programs, the identification of instructor needs and the recommendation of course offerings within their respective areas. Initiatives in these areas should be collegial and collective. Chairs regularly report the results of area deliberations to Dean's Council for information, review and decision-making.

St. Mary's University: 2.N-2005 Area Chairs

Approval Authority	Responsible Office	Effective Date	Date Last Revisited	Review Frequency
Academic Council	Academic	Nov 20, 2005	Dec 19, 2019	Every 5 years

Course and program proposals should usually originate within the area and should be developed by the area before being presented to the Dean's Council. Following deliberation at Dean's Council, proposals will be brought to Academic Council.

Chairs assist the Vice-President Academic & Dean in filling academic appointments. Full-time subject specialists should be consulted and invited to participate in the recruitment and hiring within their disciplines. Hiring of full- and part-time instructors normally takes place through a hiring committee.

Recommendations for course offerings each term should be made by the Chair to the Dean's Council after consultation with the area and individual instructors. The Chair should communicate concerns and recommendations about scheduling and classroom assignments to the Vice-President Academic & Dean and Registrar.

5. Chairs provide support and guidance to the members of the areas as needed and as appropriate. Chairs should review with the Vice-President Academic & Dean the teaching evaluations of all instructors in their areas and arrange to meet with instructors at least annually to discuss their teaching and classroom needs.

The Vice-President Academic & Dean, in consultation with the Area Chair, shall arrange for regular peer evaluations to be undertaken for all teaching faculty in the area. Sessional instructors will be evaluated yearly and full-time instructors at least once every three years. Written copies of the evaluations will be given to the instructor and an opportunity for discussion provided. The instructor may respond to the evaluation in writing to the Vice-President Academic & Dean. The Vice-President Academic & Dean shall place copies of the evaluation and any related correspondence in the instructor's dossier.

Chairs may wish to organize opportunities for professional development for the members in their area.

6. The added responsibilities of Chairs shall be recognized by the University College in the form of additional stipend and/or teaching release.

