THE UNIVERSITY OF THE WEST INDIES

JOB DESCRIPTION

SECTION A

TITLE: HEAD OF DEPARTMENT

LOCATION: DEPARTMENT........................................................................................................

FACULTY OF YYYYYYYYYYYYYYYYYYYYYY..........

CAMPUS YYYYYYYYYYYYYYYYYYYYYYY.

ACCOUNTABLE TO: THE CAMPUS PRINCIPAL, THROUGH THE DEAN OF THE FACULTY

SECTION B

GENERAL ACCOUNTABILITY STATEMENT

The Head of Department is responsible for creating and maintaining an environment that is centred on the academic welfare of the students enrolled in the programmes of the department and on encouragement of scholarly activities and output of the academic staff. While expected to maintain academic pursuits, the Head of Department provides the academic, administrative and financial leadership to ensure the effective management of the academic, administrative and financial affairs of his/her Department. The Head of Department has primary responsibility for encouraging consensus on matters of importance to the mission of the Department and for articulating this in the appropriate forums. The Head of Department is a constituent and member of the Campus Board of his/her Faculty, a member of the Campus Academic Board and may be elected to other University or Campus bodies. The Head of Department is responsible to the Dean for maintaining constructive relationships between his/her department and others in the Faculty, and with Departments which have similar academic programmes or common interests throughout the University including University Centres in the Non-Campus Countries.
STAFF REPORTING DIRECTLY TO THIS POSITION

Job Titles: Professor, Senior Lecturer, Lecturer, Assistant Lecturer, Tutor, Instructor, Research/Teaching Assistant,

Responsible for teaching, research and publication, supervision of graduate students, collaborative academic activities internal and external to the Department and for assisting the Head of Department with the administrative management of the Department.

Job Titles: Technologist, Scientific Officer, Engineer, Technician, Administrative Officer, Administrative Assistant, Secretary, Clerical Assistant, Office Attendant

Responsible for providing adequate administrative, technical and service support to enable the Department to meet its objectives and fulfil its obligations to the Faculty and the University.

SPECIFIC ACCOUNTABILITIES/MAJOR RESPONSIBILITIES

Academic

1. Manages the academic activities of the Department by:

   ! Ensuring that the highest academic standards are promoted and sustained in the Department
   ! Ensuring equitable allocation of the graduate and undergraduate teaching and supervision among the academic staff
   ! Ensuring that quality assurance issues are addressed through regular reviews of programme structures and regulations
   ! Ensuring that students are adequately guided in relation to registration procedures and selection of academic programmes and courses offered by the Department
   ! Ensuring that the progress of students in the Department is effectively monitored and that feedback and academic counseling are available where necessary
   ! Monitoring to ensure that there is adherence to Examination Regulations
   ! Convening departmental meetings at least once per Semester to consider the setting of examination papers and to determine the duties of Examiners
   ! Ensuring that academic members of the Department consider and implement
recommendations from External Examiners

- Informing academic members of the Department, the Dean and relevant Faculty members on the other Campuses on decisions taken by the Department on research, teaching and administrative matters
- Promoting a culture within the Department that is conducive to learning, teaching, research and publication
- Ensuring that the Department keeps abreast of emerging trends in research and scholarship
- Facilitating consultation and dialogue among staff and students towards consensus on academic issues and policies.

**Administrative**

2. Chairs Departmental meetings

3. Serves as a member or nominates members of the Department, where applicable, to serve on:

   - Campus Board of Examiners
   - Faculty Management Committee
   - Faculty Entrance Committee
   - Faculty Assessing Committee
   - Faculty Committee on Graduate Studies and Research
   - Campus Faculty Board
   - Academic Board
   - University & Campus Advisory Committees for Appointments

4. Serves on other University or Campus Boards or Committees if elected or appointed by the Campus Principal or the Dean

5. Plays the lead role in the human resource management activities of the Department including:

   - Recruitment and allocation of suitable academic, administrative, technical and service personnel to facilitate the attainment of the Department=s teaching and research objectives
   - Forging a team committed to the provision of guidance and counseling in relation to training and development opportunities for members of the Department, especially the junior members, to facilitate career growth and development
   - Development of an orientation programme that will provide guidance to new staff
Deployment of graduate students to assist on a part-time basis with teaching activities and deployment of undergraduates as appropriate

Initiation of the procedures for performance appraisal and evaluation of all members of the department to ensure optimum performance, the achievement of the Department’s strategic objectives and fulfillment of its mission

Documentation and communication, as promptly as possible of all decisions of Departmental meetings to staff

Ensuring that staff members are kept informed of relevant decisions taken by Faculty or other University Committees and Boards, especially issues that affect the business of the Department, so as to enable staff to effectively perform the functions expected of them

Communication of the views of the Department to the Dean, Vice Deans, Heads of corresponding Departments on the other Campuses and appropriate Campus or University bodies

Provision for full participation of members of the Department in the decision-making processes relating to personnel matters, academic programming and the administrative operations of the Department

Fostering and promoting good relationships between the Department and the rest of the Faculty and other University bodies.

6. Manages the plant, facilities and the financial activities of the Department, including:
   - Preparation of Departmental estimates including the biennial estimates
   - Acquisition of equipment and material to facilitate the work of the Department
   - Allocation of resources to ensure that the physical facilities of the Department are adequately maintained
   - Monitoring the use of Departmental resources to ensure efficiency

Other

7. Manages all other matters essential to the operational efficiency and well-being of the Department including:
   - Strategic planning
   - Implementation and monitoring of Operational Plan
   - Community outreach and public education initiatives
   - Net-working and establishment of academic links with Departments in local and overseas institutions
   - Alumni relations

Authority
8. Has the authority, after due consultation in the Department, to:

- Approve the admission of students into courses offered by the Department
- Make recommendations, after consultation with the Dean, for temporary and part-time assignments
- Assign duties to all categories of staff
- Manage and control the budget of the department, adhering to the guidelines agreed with the Dean in his/her capacity as the principal budget holder for the Faculty
- Present formally at departmental meetings and at other times in writing, the state of the Department=s annual budget.

SECTION E

POSITION DIMENSIONS:

Total number of employees directly reporting to incumbent: 

YYYYYY..

Of these, total number of:

YYYYYY... academics
YYYYYY... administrator(s)
YYYYYY... ATS staff

Annual operating budget for which the incumbent is held responsible \
not including capital budget:

Year 2003/2004 

YYYYYY..

Annual capital budget for which incumbent has direct responsibility:

Year 2003/2004 

YYYYYY.

Office of Administration
March 13, 2004