

This document is an appendix to its parent document. Questions regarding this document should be addressed to the Office of Administrative Responsibility.

Departmental Divisional Director Roles and Responsibilities

Office of Administrative Responsibility:	Dean of Medicine and Dentistry
Approver:	Chairs Committee

Purpose

Reporting to the Department Chair through to the Dean, the Divisional Director (DD) is charged with a complex, demanding role of providing the management and leadership necessary to enable successful academic endeavours in the areas of teaching, research and service. During the course of his/her term(s) as DD, the incumbent has the ability to have direct impact on his/her Division, Department and Faculty by working with colleagues to create and/or reaffirm the common vision of success. The DD then uses his/her personal reputation to build trust and momentum to move the Division in this direction. Faculty members who take on this role have the opportunity to develop as academic leaders and make a direct contribution to the success of their Division, Department, Faculty and the University. The normal term of appointment is 5 years with the option of a second 5 year term with a successful review. This document is meant for Divisions within Departments. For free standing Divisions, the role and responsibilities of the Division Director would be similar to that of a Department Chair. Faculty members includes tenure track and clinical academic colleagues.

Key Roles and Responsibilities

- **Remains Active in Scholarly Pursuits**
 - Maintains teaching and/or research activity, and where applicable engages in the practice of his/her profession, at a level sufficient to remain respected in the discipline.

- **Strategically Positions the Division for Success**
 - Positions and represents the Division in such a way as to ensure that it is acknowledged internally and externally for its contributions.
 - Builds the image and reputation of the Division within its discipline so that it has standing not only within the Department, Faculty and the University but also provincially, nationally and internationally.
 - Promotes strong partnerships which benefit the Division, Department, Faculty and the University.
 - Integrates Divisional goals with Department, Faculty and University goals and missions.
 - Creates a Divisional mission in alignment with the Department's.

- **Builds Academic Programming and Assigns Work Accordingly**
 - Develops and maintains excellence in academic programming for both undergraduate and postgraduate students.
 - Contributes to a quality learning environment for students.
 - Leads staff in setting and maintaining academic standards/quality.
 - Help to ensure teaching/clinical loads are assigned equitably while balancing the need to give appropriate time for research/administration.
 - Assures that there are appropriate seminar and invited speaker series to continually refresh academic knowledge and build networks with the wider external community.

- **Creates a Positive Working Environment**
 - Works to build a cohesive Division by promoting a positive, supportive climate with good morale, cooperation and collegiality.
 - Builds commitment for the Division's vision by encouraging a culture of equity, respect and collaboration where everyone understands the vision and how they contribute to the Division's and Department, Faculty's overall success.
 - Recognizes and acknowledges the contributions of all.

- **Manages the Administration of the Division within the Parameters Established by the Department, Faculty and University**
 - Makes efforts to find, develop, acquire and fairly distribute the resources to fulfill the vision.
 - Manages the budget. Adopts policies and procedures for the Division that ensure the appropriate stewardship of operating budgets and trust funds. Investigates over-expenditures and possible inappropriate uses of trust funds.
 - Designs Divisional processes and structures to ensure the smooth operation of the Division.
 - Ensures, to the extent possible, the necessary support systems (e.g. space and infrastructure) are available to staff members.
 - Understands the legislative responsibilities of his/her position (e.g. FOIPP, safety, harassment, accommodation) and responds accordingly.
 - Understands and complies with the requirements of the University as written in University Policy and Agreements including the Faculty code of conduct.
 - Ensures resources required for teaching (e.g. equipment) are maintained.

- **Maintains Good Internal and External Divisional Relationships**
 - Models and fosters good communication within the Division.
 - Represents the Division in dealings with the Department Chair, Dean and Central Administration.
 - Works to support the Department, Faculty and the University as a whole (e.g. through participation on committees).
 - Seeks out opportunities for collaboration with internal and external stakeholders.
 - Deals with conflict between staff members as it arises.
 - Encourages intra- and trans-disciplinary collegial relationships.
 - Where applicable, collaborates with the AHS Section Head to successfully manage divisional clinical service.

- **Develops and Evaluates Divisional Staff**
 - o Works to maintain and improve the performance of the Division by providing individuals with feedback and suggestions for improvement. Promotes faculty member development.
 - o Recognizes superior performance in addition to consistent contribution.
 - o Ensures staff members are mentored/ coached and provided with the opportunities to succeed.
 - o Ensures all members of the Divisional staff (Support, FSO and Faculty as applicable) have their performance evaluated in a timely fashion.
 - o Where appropriate, mentors and supports and/or assists the Department Chair to mentor and support the faculty members through the departmental and FOMD evaluation processes (i.e. tenure, promotion and incrementation).

- **Plans for the Future of the Division**
 - o Contributes to the Department, Faculty/ University's academic plan.
 - o Develops a Divisional vision, through collaboration, in order to foster the Division's areas of strength.
 - o When delegated by the Dean, on recommendation of the Department Chair, will chair a search and selection committee for the divisional academic tenure track faculty as per the University of Alberta Academic Selection Procedure.
 - o Helps recruit to positions that will support the vision into the future and that move the Division into emerging areas within the discipline.
 - o Identifies and develops individuals with potential to serve in future academic leadership roles.

- **Plays a Role in Public Relations and Fund Development**
 - o Fulfills the role as determined by each Department/Faculty.

- **Additional duties as assigned by the Chair**

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