



THE UNIVERSITY  
OF BRITISH COLUMBIA

University of British Columbia | Okanagan Campus

# FACULTY OF CREATIVE AND CRITICAL STUDIES | GOVERNANCE and ADMINISTRATIVE STRUCTURE

Committees, Job Descriptions, and Organizational Charts

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**\*\*There must be gender equity on all committees\*\***

**\*\*Quorum for committees will be a simple majority of the membership unless otherwise indicated\*\***

**\*\*Unless otherwise stated, all elected and appointed positions are renewable\*\***

**\*\*All committees may establish sub-committees for the purpose of undertaking their responsibilities\*\***

## COMMUNITY ADVISORY BOARD – TERMS OF REFERENCE

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### ***Mandate:***

- Provide a bridge between the University, the Faculty and the Community by:
  - Understanding and communicating the strategic directions, program offerings and research initiatives of the Faculty.
  - Reviewing and providing feedback regarding the Faculty’s key messages and communicating the key messages to members of the community.
  - Providing key contacts for the Dean and Faculty leadership in the government, non-governmental and private sectors.
  - Identifying potential community partnerships.
  - Identifying other potential audiences of interest.
- Promote the Faculty’s program, student, research and teaching successes.
- Promote alumni successes within the community.
- Identify potential revenue generation opportunities (ex. applied research; workshops; seminars; non-credit courses; conferences).
- Provide guidance regarding fund development by:
  - Reviewing and providing feedback regarding the Faculty’s fundraising needs.
  - Reviewing case statements.
  - Identifying potential donor prospects.
  - “Opening doors” for fundraising.
- Help recruit future advisory board members.
- Evaluate and determine nominations/applications for community engagement awards.

### ***Composition and Tenure:***

- The board will consist of 10 members, 6 of whom will be drawn from the community, representing a wide spectrum of backgrounds and experiences that reflect the values and mission of the Faculty, and one of whom will be an alumnus of the Faculty. The other members of the Board will be the Dean and two members of the Faculty’s Executive Committee.
- The Dean and Chair of the Board, following recommendations from current Advisory Board members and any other interested persons, will extend invitations to prospective members.
- Community members will be appointed for renewable terms of 5 years.

### ***Chair:***

- The Board shall be headed by a Chair, who shall be elected for a two-year term, by members of the Board from among non-FCCS members.
- The Chair (or designate) shall preside over all meetings of the Board.

### ***Meetings of the Board:***

- The board will meet at least three times every academic year, at locations and times to be determined at the beginning of each academic year.

- Meetings will be called by the Chair.
- A member who is absent from 50% or more of the meetings for the year may have his/her membership revoked.

Community Advisory Board Committee (5-year term)		
1	COBLE	Jordan
2	DENMAN	Anne
3	HARE	Carl
4	MILLER	Christopher
5	NAGY	Nataley (Chair)
6	GARRARD	Greg (Associate Dean, Research & Graduate Studies)
7	STOUCK	Jordan (Associate Dean, Undergraduate Studies)
8	TRAISTER	Bryce (Dean)
9	Armstrong-Paisley	Bobbette (Recording Secretary)

## DEAN'S ADVISORY COMMITTEE ON PROMOTION, REAPPOINTMENT AND TENURE

Chair: Dean

### **Mandate:**

- Advise the Dean with respect to recommendations coming from the Standing Committee on Appointments, Promotion and Tenure (Article 5.10 of Collective Agreement; Section 6.1 of SAC Guide).
- Vote on the files under consideration (Section 6.18 of SAC Guide).

### **Composition:**

- Dean, Chair
- Up to 4 tenured faculty members elected by Faculty Council (voting)
- An equal number of tenured faculty members appointed by Dean, taking into account representation of fields/disciplines of candidates coming up for reappointment, promotion and tenure and the need for gender balance [Section 6.14 of SAC Guide] (voting).

**Meetings:** To be scheduled as needed.

**Length of Term:** 1 year

Dean's Advisory Committee on Promotion, Re-appointment and Tenure (1-year term)			
1	TRAISTER	Bryce	Dean (Chair)
2	BOTTORFF	Joan	Elected, term ends Aug. 2022
3	RUSH	Kathy	Appointed by Dean, term ends Aug. 2022
4	BERG	Lawrence	Appointed by Dean, term ends Aug. 2022
5	GABORA	Liane	Elected, term ends Aug. 2022

## EXECUTIVE COMMITTEE

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Chair: Dean or delegate

### **Mandate:**

- Deliberate, and advise the Dean, on all matters relating to the Faculty as may be appropriate.
- Serve as a forum for information sharing.
- Consider and make decisions on policies and plans developed by Faculty committees.
- Bring policies to Faculty Council and other appropriate bodies for decisions.
- Establish Faculty priorities, including program development and hiring.
- Facilitate development and implementation of the Faculty's Strategic and Business Plans.
- Advise the Dean on all matters pertaining to the administration of the Faculty.
- Execute decisions of Faculty Council.
- Serve as the Striking/Nominating Committee for Faculty-level ad hoc committees as appropriate.
- Serve as Agenda Committee of Faculty Council.
- Receive, through the Chair, reports to Council from all appropriate Standing and ad hoc committees. The Executive Committee shall not change recommendations from any standing committee if they flow from assignments specifically authorized by Council, but may send recommendations back to a committee for reconsideration prior to submission to Council.
- Approve graduation lists.
- Receive nominations for, and adjudicate, FCCS Service Excellence award.
- Any other powers and duties as may be delegated to it by Council, including authorization to act on behalf of Council between the last meeting of Council in Winter Term 2 and the first meeting of Council in Winter Term 1.
- The Committee will have authority to act on behalf of Council in the following situations:
  - In the event that quorum cannot be established at a Council meeting, and the Dean deems it necessary that a decision be made on particular agenda items. Council shall, soon thereafter, be informed of such decisions before their implementation.  
Any member of Council who disagrees with the decision may provide written notice of his or her disagreement to the Dean and, if he or she wishes, may submit a request to the Dean for a special meeting of Council to reconsider the decision. Any disagreements or requests for meetings shall be submitted within 7 days of notification of the Executive Committee's decision. Requests for special meetings in these circumstances must be supported by more than 50% of Council members for them to be granted.
  - Where, in the Dean's judgment, an emergency meeting of Council is not warranted but waiting for a regularly scheduled meeting of Council will constrain the Faculty's ability to take advantage of opportunities or address issues promptly. Any actions taken shall be reported to Council at its next meeting.

### **Composition:**

- Dean, Chair
- Associate Dean (Undergraduate Studies)
- Associate Dean (Research and Graduate Studies)
- Department Heads
- Faculty Administrator
- Faculty Finance Manager
- Associate Director, Development & Alumni Engagement

- Communications & Marketing Coordinator
- Dean's Assistant (Recording Secretary)

**Meetings:** Twice a month during Winter Terms 1 and 2. The Chair may call additional meetings when necessary.

Executive Committee			
1	TRAISTER	Bryce	Dean (Chair)
2	GARRARD	Greg	Associate Dean, Research & Graduate Studies
3	STOUCK	Jordan	Associate Dean, Undergraduate Studies
4	KENNEY	Denise	Head, Creative Studies
5	TRESCHOW	Michael	Head, English & Cultural Studies
6	ARAUJO	Anderson	Head, Languages & World Literatures
7	DURYNEK	Jonathan	Faculty Administrator
8	SUAREZ	Eliana	FCCS Finance Manager
9	NYBERG	Julia	Development & Alumni Engagement
10	ODDLEIFSON	Shauna	Communications & Marketing
11	ARMSTRONG-PAISLEY	Bobbette	Recording Secretary

## FCCS INDIGENOUS ENGAGEMENT STRATEGY COMMITTEE

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### **Preamble:**

The University of British Columbia, Okanagan Campus, acknowledges the traditional territories of the Okanagan Nation on which the campus is located: “The University respectfully acknowledges the traditions and customs of the Okanagan Nation and its people in whose territory the campus is situated. The *Syilx* (Okanagan) people have been here since time immemorial. In September 2005, the Okanagan Nation Alliance officially welcomed UBC to traditional *Syilx* (Okanagan Nation) territory in an official ceremony, *Knaqs npi’lsmist*, where UBC signed a Memorandum of Understanding with Okanagan Nation.” (<http://campusplanning.ok.ubc.ca/about/campus-context.html>)

In accordance with the responsibilities outlined in the MOU and in the UBC Aboriginal Strategic Plan, the FCCS Indigenous Engagement Strategy Committee understands its role within the context of the broader relationships of our Faculty to the University and to the territories of the *Syilx* people. The UBC Aboriginal Strategic Plan States:

The University of British Columbia acknowledges the location of its two main campuses on the traditional territories of the Musqueam and Okanagan peoples and seeks to develop respectful and reciprocal relationships with all Aboriginal people in British Columbia and Canada, and other Indigenous people throughout North America and the world.

In this document, we use the term “Aboriginal” in the spirit of its use in section 35 [2] of the Canadian Constitution, to refer inclusively to members of First Nations, status and non-status, treaty and non-treaty Indians, Métis, and Inuit peoples in Canada, recognizing in doing so that many people prefer the terms that are specific and traditional to their communities. Since the term “Aboriginal” is not used in many other countries, we use the term “Indigenous” to refer to similar peoples in international contexts.

UBC acknowledges its essential responsibility to develop educational opportunities for Aboriginal people and to provide curricula and research that accurately represent and include Aboriginal cultures, histories, and systems of knowledge, and are relevant to Aboriginal communities and their concerns.

UBC also acknowledges its responsibility to integrate these understandings in the education that it offers to all students and to address the broader issues of ignorance and misunderstanding of Aboriginal cultures and histories that have resulted from the educational failures of the past.” (UBC Aboriginal Strategic Plan, 2008).

While we have made strides in various aspects of the FCCS Strategic Plan, Indigenous engagement is one area where continued action is necessary to address new and ongoing concerns. As we move into the next phase of implementing actions outlined in the plan, it is important that we undertake a holistic and integrated discussion of Indigenous engagement that results in proactive and tangible outcomes. Toward that end, this committee will facilitate, strengthen, sustain, and deliver on the objectives of Indigenous engagement articulated in the following:

- *The FCCS Strategic Plan*
- *Place and Promise: The UBC Plan*
- *UBC Aboriginal Strategic Plan*

In doing so, our committee is informed by the findings and recommendations of:

- The Report of the Royal Commission on Aboriginal Peoples



- The Truth and Reconciliation Commission of Canada
- The United Nations Declaration on the Rights of Indigenous Peoples
- The report, “Indigenous Presence: Experiencing and Envisioning Indigenous Knowledges within Selected Sites of Education and Social Work”
- The Canada Council report, “Understanding Aboriginal Arts in Canada Today: A Review of Knowledge and Literature”
- The First Peoples’ Cultural Council Report on Cultural Protocols and the Arts

### ***Terms of Reference:***

The FCCS Indigenous Engagement Strategy Committee will have the following terms of reference:

- 1) To observe the University’s MOU with the Okanagan Nation by consulting with the Okanagan Nation on matters related to Syilx knowledges and contexts.
- 2) To work within a framework that sees Indigenous engagement as a significant and integral part of our teaching, scholarly, and community engagement activities, and not as a separate or singular focus for the Faculty.
- 3) To evaluate the current state of Indigenous engagement in the Faculty across teaching, scholarship, and service, and provide analyses of successes and challenges, encouraging such engagement in all areas of teaching and scholarship.
- 4) To explore and prioritize initiatives within FCCS that will enhance achievement of the objectives enshrined in both the Faculty and UBC strategic plans, taking into account available resources, potential opportunities, and needs and commitment across the Faculty.
- 5) To identify and examine specific opportunities that we can seize and pursue to ensure that our commitment to Indigenous engagement translates into unique areas of excellence.
- 6) To engage ideas that facilitate integration of our Indigenous engagement plans into others across the UBCO campus, the UBC system, and other post-secondary institutions in our region, so as to enrich graduate and undergraduate education in ways that are feasible and sustainable.
- 7) To advise the Dean and Executive Committee and make recommendations which allow FCCS to meet its commitment to Indigenous engagement.
- 8) To submit an annual written report to the FCCS executive, sharing this with the Aboriginal Advisory Committee to the Deputy Vice Chancellor.

The Indigenous Engagement Strategy Committee will help to situate FCCS as a nationally and internationally credible center of excellence in Indigenous community engagement, scholarship, and learning that attracts students, colleagues, and community partners. Its ongoing work will address curriculum, recruitment, scholarship, community engagement, and any other areas relevant to faculty-wide Indigenous engagement. The Committee will focus on the following actions:

- a. Those that can be accomplished within FCCS.
- b. Those that can be undertaken in partnership with other units at UBCO or UBC as a system.
- c. Those that can be pursued in concert with other higher education institutions in the region, province, country, and abroad.
- d. Those that can be pursued in partnership with Indigenous communities in the Okanagan, Canada, and elsewhere around the world.

### ***Governance and Composition:***

The Committee will consult with Elders, other individuals, organizations and communities for the purpose of

accomplishing its objectives. Where possible, the majority of the Committee's members shall be Indigenous.

**Composition:**

- 2 faculty members from the Department of Creative Studies (elected by Faculty Council)
- 1 faculty member from the Department of English and Cultural Studies (elected by Faculty Council)
- 1 faculty member from the Department of Languages and World Literatures (elected by Faculty Council)
- 2 faculty members from programs across the faculty (appointed by the Dean)
- Up to 2 students drawn from FCCS undergraduate and graduate students (appointed by the Chair on the recommendation of the Committee's members – non-voting)
- The Committee will elect from its membership a Chair (non-voting)

**Meetings:** The Committee shall determine the frequency of meetings and shall set its own meeting dates and times.

**Length of term:** 2 years (renewable)

**Tenure:** Standing Committee.

FCCS Indigenous Engagement Strategy Committee (2-year term)			
1	DULIC	Aleksandra	Elected (Creative Studies, term ends Aug. 2023)
2	WILLARD	Tania	Elected (Creative Studies, term ends 2022)
3	MAGNAT	Virginie	Elected (Languages & World Literatures, term ends Aug. 2023)
4	CHARNLEY	Kerrie	Elected (English & Cultural Studies, term ends 2022)
5	KOOSEL	Stacey	Appointed by Dean (term ends Aug. 2023)
6	HARGREAVES	Allison	Appointed by Dean (term ends 2020)
7	TBD – student		Appointed by Chair
8	TBD – student		Appointed by Chair

## FCCS NOMINATING COMMITTEE

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### **Mandate:**

The Nominating Committee recommends a slate of nominees for Faculty level committees, including: Indigenous Strategy and Engagement Committee; Community Advisory Board Committee; DACOPAT; GSC; GPPC; Reichwald Committee; Research and Scholarship Policy and Awards Committee; and other Ad Hoc and standing faculty level committees as needed.

The Nominating Committee will normally move this slate at the spring meeting of Council. The Committee is also responsible for recommending nominees from time to time when vacancies appear.

Although this Committee works independently of the Executive, it may seek input from Executive members as it deems necessary.

In its work, the Committee shall confirm willingness on the part of prospective nominees to stand for election.

The Committee will strive to fairly distribute membership equitably, mindful of considerations of rank, appointment type, equity, and existing provisions of Committee Terms of Reference as defined by the FCCS Council.

### **Composition:**

- 1 member from the Department of English and Cultural Studies, elected by ECS
- 1 member from the Department of Languages and World Literatures, elected by LWL
- 1 member from the Department of Creative Studies, elected by CS
- The Committee shall designate one of its members as the Committee Chair

**Meetings:** To be scheduled as needed.

**Length of Term:** 2 years

FCCS Nominating Committee (2-year term)			
1	LAWRENCE	Sean	Elected (English & Cultural Studies, term ends Aug. 2023)
2	CADGER	Neil	Elected (Creative Studies, term ends Aug. 2023)
3	GORDON	Chris	Elected (Languages & World Literatures, term ends Aug. 2023)

## GRADUATE PROGRAMS PLANNING COMMITTEE

Chair: Associate Dean (Research and Graduate Studies)

### **Mandate:**

To advise Associate Dean (Research and Graduate Studies) and Executive Committee, and to develop policies regarding graduate programs, including:

- Strategic Planning and enrolment management (including recruitment and communication strategies).
- Curriculum design and development.
- Disciplinary and interdisciplinary course and program initiatives.
- Course assignments and scheduling.
- Admissions and Funding.
- Assignment of Supervisors.
- Enhancing the Student Experience (including student monitoring, evaluation, and success).
- Development of teaching clusters within and across programs.
- Course outline templates and content.
- Extra-curricular Student Engagement.

### **Composition:**

Chair: Associate Dean (Research & Graduate Studies), Chair (only votes to break a tie)

- 3 Department Heads [ex-officio] (voting) \*
- Graduate Coordinators (voting)
- 4 faculty members elected by Faculty Council (voting)\*
- 1 graduate student (voting)
- Assistant to the Associate Dean (Research and Graduate Studies) (Recording Secretary) – non-voting

\*All elected members must be members of the [College of Graduate Studies](#) and normally no program shall have more than one representative. Disciplinary diversity is encouraged.

**Meetings:** Once a month during the Winter Term. The Chair may call additional meetings when necessary.

**Length of term:** 2 years

Graduate Programs Planning Committee (2-year term)			
1	GARRARD	Greg	Associate Dean, Research & Graduate Studies (Chair)
2	TRESCHOW	Michael	Department Head, English & Cultural Studies
3	ARAUJO	Anderson	Department Head, Languages & World Literatures
4	KENNEY	Denise	Department Head, Creative Studies
5	EGAMI	Renay	MFA Grad Coordinator

6	CASTRICANO	Jodey	ENGL Grad Coordinator
7	GARRARD	Greg	IGS Grad Coordinator
8	THOROGOOD	Miles	Elected, term ends Aug. 2023
9	CADGER	Neil	Elected, term ends 2022
10	DULIC	Aleksandra	Elected, term ends 2022
11	GRINNELL	George	Elected, term ends Aug. 2023
12	YOON	Kyong	Elected, term ends Aug. 2023
13	HARVEY	Natasha	Grad Student Rep (1 year), term ends Aug. 2022
14	NICHOL	Mackenzie	Recording Secretary

## GRADUATE SCHOLARSHIPS COMMITTEE

Chair: Associate Dean (Research and Graduate Studies)

### **Mandate:**

- Establish Standing Subcommittee (normally made up of Associate Dean, Research and Graduate Studies, and graduate coordinators) to oversee departmental evaluation of applicants and issue recommendations for the distribution of graduate funding to the Dean of FCCS or CoGS, as appropriate.
- Develop and oversee policies related to graduate student funding, taking into account the need for fair representation of students across programs, resources, our commitment to both disciplinarily and interdisciplinary, and the Faculty's strategic plan.

### **Composition:**

- Associate Dean (Research & Graduate Studies) [ex-officio], Chair (votes only to break a tie)
- 3 graduate coordinators [ex-officio] (voting)
- 3 faculty members\* representing various program areas in the Faculty, elected by Faculty Council (voting). Normally, no more than one person shall be from a particular program, and all three departments shall be represented.
- Assistant to the Associate Dean of Research and Graduate Studies (Recording Secretary – non-voting).

\*All elected members must be members of the [College of Graduate Studies](#) and normally no program shall have more than one representative. Disciplinary diversity is encouraged.

### **Meetings:**

- October: Assessment of Doctoral SSHRC applications
- January: Assessment of Masters SSHRC applications
- February/March: admissions and scholarships decisions
- April – UGF

**Length of Term:** 2 years

Graduate Scholarships Committee (2-year term)			
1	GARRARD	Greg	Associate Dean R&GS (Chair)
2	EGAMI	Renay	MFA Grad Coordinator
3	CASTRICANO	Jodey	MA ENGL Grad Coordinator
4	GARRARD	Greg	IGS Grad Coordinator
5	KESHANI	Hussein	DAHU Theme Coordinator
6	LANGEVIN	Francis	Elected, term ends Aug. 2023
7	YOON	Kyong	Elected, term ends Aug. 2023
8	THOROGOOD	Miles	Elected, term ends Aug. 2023
9	NICHOL	Mackenzie	Recording Secretary

## REICHWALD ENDOWMENT FOR GERMANIC STUDIES ADVISORY COMMITTEE

Chair: Dean

### **Mandate:**

- Advise the Dean about the most effective and efficient use of the endowment in order to achieve the objectives enshrined in its terms of reference.
- Provide guidance regarding, and assist in organizing, activities that facilitate achievement of the objectives of the endowment.
- Develop criteria and procedures for activities and positions supported by the Reichwald Endowments such as the annual lecture series, visiting scholars the Reichwald Scholar-Teacher, community engagement, German Studies instruction, etc.
- Develop a program of Reichwald Endowment-supported activities each academic year, to be submitted to the Dean by June 30 of the immediately preceding academic year.
- Solicit nominations/applications for Reichwald visiting scholars and Reichwald Annual lecturers, evaluate the submissions, and make a recommendation to the Dean, at least, 6 months before the scheduled visit/lecture.

### **Composition:**

- Dean, Chair
- Head, Department of Languages and World Literature [ex-officio] (voting)
- Associate Dean, Research and Graduate Studies [ex-officio] (voting)
- 1 faculty member in Germanic Studies - appointed by the Dean on the recommendation of the Department Head (voting)
- 1 faculty member from programs in FCCS - appointed by the Dean on the recommendation of the Department Head (voting)
- Faculty Administrator or Finance Manager [ex-officio] (voting)

### **Meetings:**

The committee shall schedule its meetings as necessary, in order to effectively undertake its responsibilities.

**Length of Term:** 2 years (renewable)

Reichwald Endowment for Germanic Studies Advisory Committee			
1	TRAISTER	Bryce	Dean (Chair)
2	GARRARD	Greg	Associate Dean, Research & Graduate Studies
3	ARAUJO	Anderson	Department Head, Languages & World Literatures
4	SUAREZ	Eliana	Finance Manager
5	DESMARAIS	Claude	1 Germanic Studies Faculty, apt by Dean, term ends 2019

## RESEARCH AND SCHOLARSHIP POLICY AND AWARDS COMMITTEE

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Chair: Associate Dean (Research and Graduate Studies)

### **Mandate:**

Develop a strategic plan that enhances the Faculty's productivity and profile in its areas of scholarly strength. This mandate requires that the committee:

- Identify the Faculty's established and emerging areas of scholarly strength.
- Develop policies and initiatives that support graduate and undergraduate student research and related training.
- Develop policies that support development of large-scale collaborative grant initiatives.
- Coordinate and monitor the implementation of such initiatives.
- Evaluate and make recommendations regarding proposals for the establishment of research units (e.g. Centers) and monitor the operations of existing units.
- Evaluate applications for faculty conference/exhibition/performance-related travel and allocate funds.
- Evaluate applications for funds in support of conferences, workshops, and symposia organized under the leadership of an FCCS faculty member at UBC (Okanagan Campus) and allocate funds.
- Develop policies and initiatives regarding Post-Doctoral fellowships, evaluate PDF applications, and make recommendations to the Associate Dean (Research and Graduate Studies).
- Develop policies and initiatives regarding Visiting Scholars, evaluate Visiting Scholar applications and make recommendations to the Associate Dean (Research and Graduate Studies).
- Receive, consider and recommend candidates for Honorary Degrees annually.
- Explore and make recommendations to support the establishment of Chairs, professorships and similar positions, evaluate related applications, and make recommendations to the Associate Dean (Research and Graduate Studies).
- Develop and implement initiatives that publicize and share faculty and student research and scholarly activities.

### **Composition:**

- Associate Dean (Research & Graduate Studies), Chair
- 5 Faculty members, with continuing appointments, including at least one member in the instructor/teaching stream, elected by Faculty Council (voting)
- 1 student, representing graduate students (voting)
- 1 student, representing undergraduate students (voting)

### **Meetings:**

Once a month during the Winter Term.

**Length of term:** 2 years for faculty members; 1 year for students



Research and Scholarship Policy and Awards Committee (2-year term faculty, 1-year term students)			
1	GARRARD	Greg	Associate Dean, Research & Graduate Studies (Chair)
2	CRAIG	Briar	Elected, term ends 2022
3	KEYES	Dan	Elected, term ends 2022
4	SPIES	Alwyn	Elected, term ends 2022
5	YOON	Kyong	Elected, term ends Aug. 2023
6	GRINNELL	George	Elected, term ends Aug. 2023
7	KASPRZYCKA	Eve	Grad Student Rep (1 year), term ends Aug. 2022
8	WILEMAN	Maggie	U/G Student Rep (1 year), term ends Aug. 2022
9	NICHOL	Mackenzie	Recording Secretary

## UNDERGRADUATE PROGRAMS PLANNING AND COORDINATION COMMITTEE

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Chair: Associate Dean (Undergraduate Studies) or delegate

### **Mandate:**

To advise Associate Dean (Undergraduate Studies) and Executive Committee, to review and to make recommendations to Curriculum Coordinator regarding undergraduate curriculum change proposals and calendar changes developed and approved by FCCS program committees, and to develop policies, regarding undergraduate programs, including:

- Strategic Planning and enrolment management (including recruitment and communication strategies).
- Curriculum design and development.
- Disciplinary and interdisciplinary course and program initiatives.
- Evaluate nominations for, and make decisions, regarding the Faculty's teaching excellence/curriculum innovations award.
- Prepare nominations for external-to-faculty teaching awards.
- Review and recommend student awards annually.
- Review, propose, and recommend new award proposals.
- Course assignments and scheduling.
- Enhancing the Student Experience (including student monitoring, evaluation, and success).
- Student monitoring, evaluation, and success.
- Development of teaching clusters within and across programs.
- Course outline templates and content.
- Honors programs, supervision and related procedures.
- Teaching and marking assistance.
- Extra-curricular Student Engagement.

### **Composition:**

- Associate Dean (Undergraduate Studies [ex-officio]), Chair (only votes to break a tie)
- Department Heads [ex-officio] or delegates (voting)
- 1 Program Coordinator from each department (voting)
- Invited Program Coordinators specific to committee business/agenda as needed; [ex-officio] (non-voting)
- FCCS Curriculum Coordinator [ex-officio] (voting)
- FCCS Academic Advisor [ex-officio] (non-voting)
- Assistant to the Associate Dean (Undergraduate Studies – Recording Secretary)

**Meetings:** Once a month during the Winter Term. Two designated meetings per term will be devoted to review of curriculum items. The Chair may call additional meetings when necessary.

Undergraduate Programs Planning and Coordination Committee			
1	STOUCK	Jordan	Associate Dean (Undergraduate Studies)
2	TRESCHOW	Michael	Department Head, English & Cultural Studies
3	ARAUJO	Anderson	Department Head, Languages & World Literatures
4	KENNEY	Denise	Department Head, Creative Studies
5	CARTER	Diana	Associate Head, Languages & World Literatures
6	LOUGHLIN	Marie	ECS Program/Department Rep
7	CHONG	Kevin	Creative Studies Program/Department Rep
8	LANGTON	Nina	Curriculum Coordinator
9	BECK	Jessica	FCCS Academic Advisor
10	WHITE	Wendy	Recording Secretary

## JOB DESCRIPTIONS AND TERMS FOR ACADEMIC ADMINISTRATORS

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### ASSOCIATE DEAN – RESEARCH AND GRADUATE STUDIES

#### Criteria and Procedure(s) for Appointment

- Only tenured faculty members shall be eligible for appointment to the position.
- The appointment shall be made by the Provost and Vice Principle, Academic on the recommendation of the Dean, following consultation with members of the Faculty.

#### Terms of Appointment

- The appointment shall be for a maximum of 5 years, subject to satisfactory performance, and renewable at the discretion of the Dean for up to another 5 years.
- The appointee shall receive an administrative stipend to be determined at the time of appointment.
- The appointee shall receive a 0.5 FTE course release.
- The appointee shall be granted administrative leave with full salary and benefits for 8 months upon successful completion of a three-year term, and 12 months upon successful completion of a five-year term (NB: conditions similar to those outlined for Heads in Section 2.4.3 of Policy 22).

#### Job Description

##### *i) Research Portfolio*

- Provide leadership for designing, reviewing, and implementing a Faculty research plan.
- Explore, promote, and facilitate research and funding opportunities for faculty members.
- Be accountable for any Indirect Costs of Research or overhead funds that may accrue from faculty members' research or contracts.
- Facilitate inter- and intra- Faculty scholarly collaborations as well as broader scholarly initiatives.
- Be an advocate and leader for both disciplinary and interdisciplinary scholarship.
- Provide annual report on research grants and scholarly work within the Faculty.
- Monitor compliance with regulations pertaining to research grants.
- Chair Faculty Research Planning and Development Committee.
- Design and implement research mentorship programs for faculty (e.g. grant writing, project management, and publishing).
- Support research dissemination on campus, including organizing Faculty research seminar series liaising with any scholarly publications that are housed in the Faculty.
- Represent the Faculty on research-related matters and committees at the institutional level and with external partners.
- Be responsible for managing post-doctoral fellowships and fellows.
- Undertake other responsibilities as may be assigned by the Dean.

##### *ii) Graduate Studies Portfolio*

- Chair Graduate Scholarship Committee.
- Chair Graduate Programs Planning Committee.
- Work with the Graduate Programs Planning Committee to develop, and implement, transparent policies for assigning graduate courses to faculty members.

- Consult faculty members annually regarding their interest in teaching graduate courses.
- Negotiate graduate course assignments with Department Heads and others as may be appropriate, taking into account the needs of undergraduate programs.
- Be responsible for graduate student funding and assignment of research/teaching assistantships.
- Work with Department Heads in the assignment of Teaching Assistants.
- Be responsible for the management and sustainability of graduate programs and courses.
- Provide leadership for the development of new graduate programs through the Graduate Programs Planning Committee.
- Be an advocate and leader for both disciplinary interdisciplinary pedagogy and curriculum.
- Represent the Faculty on the College of Graduate Studies Council and other bodies pertaining to graduate studies.
- Meet regularly (at least twice a term) with the graduate student leadership.
- Track academic progress of students and facilitate progression through their programs.
- Be responsible for timetabling graduate courses in consultation with Department Heads and Associate Dean (Undergraduate Studies).
- Administer, through the Graduate Scholarships Committee, faculty-level graduate scholarships and conference support.
- Undertake other responsibilities as may be assigned by the Dean.

## ASSOCIATE DEAN – UNDERGRADUATE STUDIES

### Criteria and Procedure(s) for Appointment

- Only tenured faculty members shall be eligible for appointment to the position.
- The appointment shall be made by the Deputy Vice-Chancellor on the recommendation of the Dean, following consultation with members of the Faculty.

### Terms of Appointment

- The appointment shall be for a maximum of 5 years, subject to satisfactory performance, and renewable at the discretion of the Dean for up to another 5 years.
- The appointee shall receive an administrative stipend to be determined at the time of appointment.
- The appointee shall receive a 0.5 FTE course release.
- The appointee shall be granted administrative leave with full salary and benefits for 8 months upon successful completion of a three-year term, and 12 months upon successful completion of a five-year term (NB: conditions similar to those outlined for Heads in Section 2.4.3 of Policy 22).

### Job Description

- Chair Undergraduate Programs Coordinating Committee.
- Work with the Undergraduate Programs Coordinating Committee to develop, and implement, transparent policies for assigning undergraduate courses to faculty members.
- Provide leadership for the development of new Undergraduate Programs through the Undergraduate Programs Coordinating Committee.
- Monitor curriculum across the Faculty to ensure consonance with Faculty strategic plan.
- Be an advocate and leader for both disciplinary and interdisciplinary pedagogy and curriculum, and administer faculty-wide interdisciplinary courses.

- Represent the Faculty on university bodies dealing with undergraduate studies.
- Consult with the Registrar's Office and Enrolment Services regarding particular cases and general admissions policy.
- Represent FCCS on university committees dealing with student affairs.
- Assess academic accommodations.
- Coordinate the preparation and submission of calendar material.
- Coordinate the preparation and dissemination of program handouts and brochures.
- Approve change of grades.
- Responsible for all matters related to academic and non-academic misconduct and student appeals.
- Monitor issues related to student satisfaction, recruitment, progress and retention and develop appropriate strategies.
- Approve all Sessional Instructor appointments in the Faculty, following recommendations from Department Heads.
- Evaluate recommendations from Heads for additional marking assistance and work-study support, beyond the Department's budget allocation for these purposes, and make decisions in line with Faculty guidelines.
- Serve on designated Faculty committees.
- Liaise with the Recruitment Office and assist in annual recruiting activities both in and out of the province.
- Undertake other responsibilities as may be assigned by the Dean.

## DEPARTMENT HEAD

### Criteria and Procedure(s) for Appointment

- Only tenured faculty members shall be eligible for appointment to the position.
- The appointment shall be made by the Deputy Vice-Chancellor on the recommendation of the Dean, following consultation with members of the Department and in line with Policy 22 (Appointments and Extension of Appointments for Heads of Academic Units).

### Terms of Appointment (See Articles 1.1 and 1.2 of the Collective Agreement)

- The appointment shall be for a maximum of 5 years, subject to satisfactory performance, and renewable at the discretion of the Dean for a maximum of another 5 years.
- The appointee shall receive a 0.5 FTE course release, plus other benefits, as outlined in Article 1.2 of the Collective Agreement (also see Section 2.4.3 of Policy 22).

### Job Description (See Policy 22 - Appointments and Extension of Appointments for Heads of Academic Units)

- Provide academic leadership and be responsible for day-to-day administration of the Department.
- Foster a collegial working environment.
- Represent the Department both inside and outside the University.
- Consult faculty members annually regarding their interest in teaching undergraduate courses.
- Assign undergraduate teaching responsibilities after consulting with Program Coordinators, Associate Deans and others, as may be appropriate, taking into account the Faculty's commitment to interdisciplinarity.
- Be responsible for timetabling undergraduate courses in consultation with the Program Coordinators, Associate Deans, and others as may be appropriate.

- Work with Associate Deans in the assignment of Teaching Assistants.
- Be an advocate and leader for both disciplinary and interdisciplinary pedagogy and curriculum.
- Evaluate marking assistance and work-study needs, and allocate support appropriately.
- Monitor curriculum in the Department and provide leadership with new initiatives, program review, and strategic planning.
- Receive research leave proposals from faculty members, and make recommendations to the Dean following consultation with the Study Leave Committee.
- Serve as a channel for communication between Executive Committee and faculty members in the Department.
- Coordinate recruitment of and mentoring of faculty members.
- Build a pool of Sessional Instructors in consultation with Program Coordinators.
- Coordinate appointment of Sessional Instructors, chair the Sessional hiring committee, and make recommendations to Associate Dean (Undergraduate Studies).
- Prepare and administer annual budget for the Department.
- Receive annual activity reports from faculty members and submit merit and PSA assessments to the Consultative Committee for Merit and PSA.
- Track teaching evaluations for undergraduate courses and review with faculty members as appropriate.
- Conduct, as applicable, review meetings as per Article 5.02 of the Collective Agreement.
- Serve on designated Faculty and Departmental committees.
- Hold, at least, two departmental meetings in each of Winter Term 1 and Winter Term 2.
- Undertake other responsibilities as may be assigned by the Dean.

## UNDERGRADUATE COORDINATOR

### Criteria and Procedure(s) for Appointment

- The appointment shall be made by the Dean from among continuing faculty members who teach in the Program, following consultation with those members, the Head of Department, and the Associate Dean (Undergraduate Studies).

### Terms of Appointment

- The appointment shall be for a 2-year period, subject to satisfactory performance.
- An incumbent will not normally serve two consecutive terms.
- The position shall normally be rotated among all continuing staff who teach in the Program.

### Job Description

- Assist with publicity, student recruitment and orientation events for the program.
- Submit program and course proposals, approved at the Program level, for consideration by the Undergraduate Programs Coordination Committee.
- Coordinate advising and mentoring for prospective and in-program undergraduate students.
- Assist Associate Dean (Undergraduate Studies) and Department Head in the preparation and submission of calendar material.
- Assist Associate Dean (Undergraduate Studies) and Department Head in the preparation and dissemination of program handouts and brochures.
- Assist Head with teaching assignments and timetabling.

- Hold Program meetings at least twice in each of Winter Term 1 and 2.
- Participate in recruiting activities.

## GRADUATE COORDINATOR

### Criteria and Procedure(s) for Appointment

- Only tenured faculty members shall be eligible for appointment to the position.
- The appointment shall be made by the Dean following a recommendation from the Head.

### Terms of Appointment

- The appointment shall be for a 2-year period, subject to satisfactory performance, and renewable at the discretion of the Dean following recommendation from the Head.
- An incumbent will not normally serve more than two consecutive terms.

### Job Description

- Assign graduate student supervision and provide the Associate Dean (Research and Graduate Studies) with an up-to-date list of supervisors.
- Coordinate candidacy and thesis exams in collaboration with the Associate Dean (Research and Graduate Studies).
- Advise prospective and current graduate students.
- Provide mentoring and support to graduate students.
- Handle day-to-day graduate student issues, including appeals and complaints and direct them to Associate Dean (Research and Graduate Studies) when necessary.
- Represent the Department on appropriate Faculty and University Committees.

## CURRICULUM COORDINATOR

### Criteria and Procedure(s) for Appointment

- Only tenured faculty members shall be eligible for appointment to the position.
- The appointment shall be made by the Dean following a recommendation from the Executive.

### Terms of Appointment

- The appointment shall be for a 2-year period, subject to satisfactory performance, and renewable at the discretion of the Dean following recommendation from the Executive.

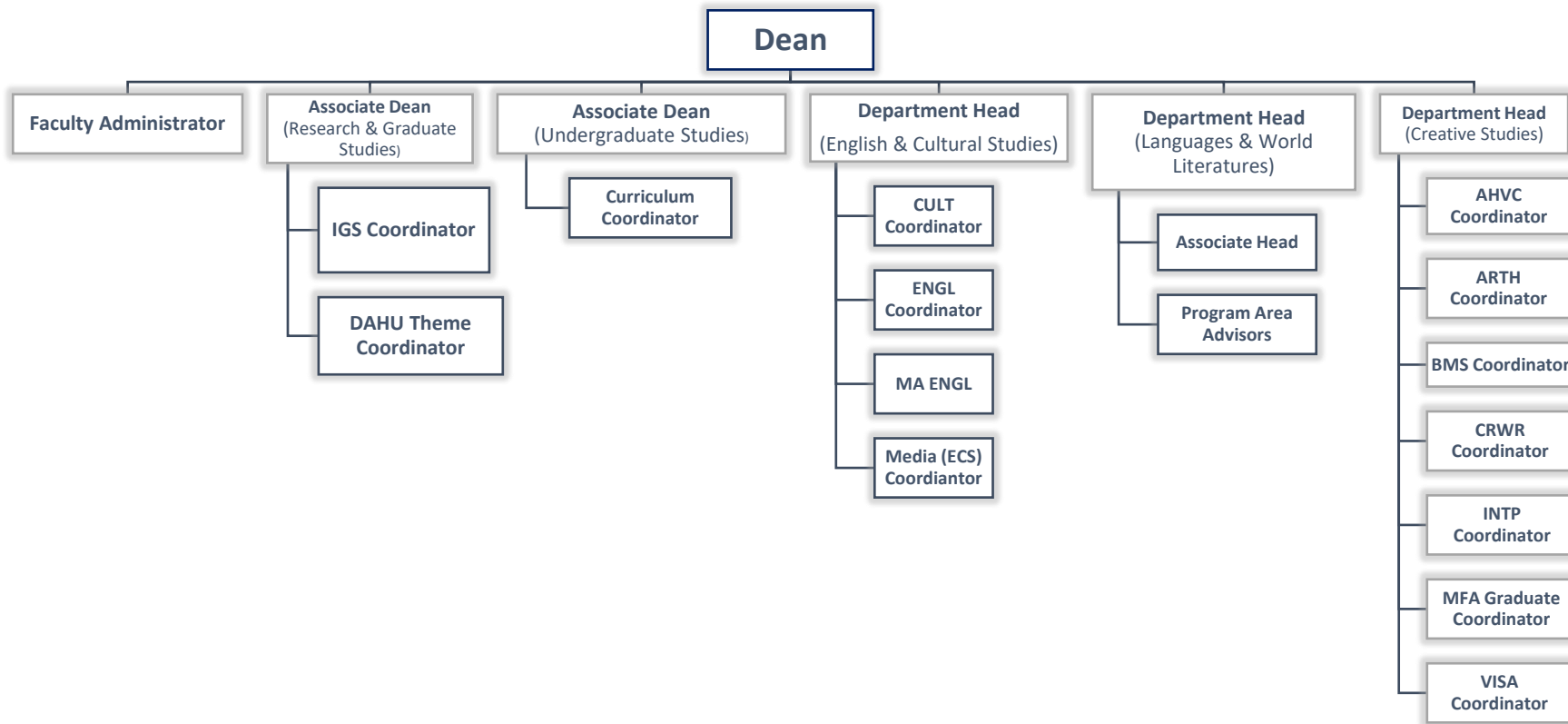
### Job Description

- Oversee, coordinate, and prepare Category 1 and Category 2 program and course revisions for transmission to Senate.
- Work with the Chairs of UPPCC and GPPC to ensure proper preparation of curriculum forms.
- Train new Program Coordinators in the curriculum process and the preparation of forms.





Faculty of Creative & Critical Studies Organizational Charts – Dean’s Office, Departments & Coordinators





Faculty of Creative & Critical Studies Organizational Charts – FCCS Administrative Support

