

JOB DESCRIPTION OF DIRECTOR **FACULTY OF HEALTH PROFESSIONS**

The Director provides academic and administrative leadership within the academic unit. Within the Faculty of Health Professions, the Director of each academic unit is responsible for ensuring high quality educational programs, vigorous and creative scholarship, as well as the provision of other forms of service to the community and society as they relate to the unit.

The Director is responsible to the unit and to the Dean. The Director leads the faculty in academic decision making in accordance with the principles of academic self governance. The Director is responsible for all administrative and financial matters pertaining to the unit.

Academic Leadership

1. The Director promotes excellence in education, research, professional activity and service within the unit. This may be achieved by participating, negotiating, and liaising with pertinent academic, accrediting, licensure and governmental bodies, service agencies and community and professional organizations.
2. The Director oversees the evaluation of programmes, instructors and other indicators of a unit's performance.
3. The Director promotes faculty and staff development consistent with the academic plan of the unit.
4. The Director ascertains that professional, social and political environments are monitored to identify trends that could impact on the education and research programmes of the unit, and takes proactive leadership initiative to appropriately address such trends.
5. The Director participates in policy development at unit, Faculty and University levels.

Administrative Leadership

1. The Director is responsible for the administrative operation of the unit in terms of budgets, physical facilities and personnel. Significant budgetary, personnel and other related decisions are made in consultation with the Dean.
2. The Director has primary responsibility for ensuring that the faculty and staff resources of the unit are well managed. This includes the effective organization and assignment of work, and administration of pertinent collective agreements and personnel policies. The Director has authority and responsibility for negotiating faculty workload for approval by the Dean.

3. The Director has primary responsibility for addressing unsatisfactory performance of the unit, faculty or staff and in designing and implementing strategies to improve performance. The Director shall suggest to the Dean appropriate sanctions should concerted efforts to bring about improved performance fail.
4. The Director briefs the unit Tenure and Promotion and Appointment Committees on their role in complying with University policies and maintaining and enhancing the quality of the unit. The Director receives and forwards or acts on the recommendations of these committees as appropriate.

Communication and Representation

1. The Director ensures optimum communication is maintained between students and faculty and ensures that student concerns are properly addressed.
2. The Director supports the activities of student societies to assist them in achieving their goals.
3. The Director fosters and maintains good relationships with alumni.
4. The Director represents the unit on the Faculty Management Advisory Committee, as well as on other appropriate committees of the Faculty and the University.
5. The Director fosters and maintains good relationships with external agencies and groups and ensures that contractual agreements with external agencies are fulfilled.
6. The Director promotes communication with professional and other organizations to ensure the relevance of education and research programs.

Revenue Generation

1. The Director fosters and sustains revenue generating activity consistent with the unit's role and responsibilities and with the policies of the Faculty. This may include continuing education programs and other projects directed at fulfilling Faculty or unit priorities.
2. The Director promotes and facilitates, in conjunction with the Dean, the securing of external funds for research and scholarship.