

Article 29

ACADEMIC STAFF MEMBERS WITH DELEGATED ADMINISTRATIVE RESPONSIBILITIES

- 29.01 This Article refers to administrative positions undertaken by ASMs that are not specified in the *Memorial University of Newfoundland Procedures Governing the Appointment, Review, Promotion and Tenure of Academic Administrators* dated April 2, 2014 and which include, but are not limited to, Deputy Heads, Programme Coordinators, and Programme Chairs.
- 29.02 Grievances arising from actions taken in the context of this Article by ASMs with delegated administrative responsibility shall be lodged against the Administrative Head to whom the ASM reports.

APPOINTMENT AND DUTIES OF FACULTY MEMBERS WITH DELEGATED ADMINISTRATIVE RESPONSIBILITIES AT ST. JOHN'S CAMPUS

Appointment:

- 29.03 The decision as to whether a Deputy Head, Programme Coordinator, or similar administrative position will be filled rests with the Administrative Head. In the case of the Programme Coordinator of an interdisciplinary programme in a departmentalized Faculty, the decision shall rest with the Dean, or Deans or Directors if the programme is inter-faculty. When a position is to be filled, the primary responsibility for a recommendation of appointment shall rest with the Administrative Head(s) who shall make the recommendation following Collegial Consultation with the Faculty Members in the Academic Unit(s).
- 29.04 Appointment of Deputy Heads, Programme Coordinators, and similar administrative positions shall be made for a period of one (1) to three (3) years. They shall be eligible for re-appointment.
- 29.05 If a Faculty Member with delegated administrative responsibilities is asked by the Administrative Head to provide formal advice respecting the evaluation of Faculty Members for promotion, tenure, or any other purpose, this advice shall be contained within the evaluation file and treated in accordance with the relevant procedures in this Collective Agreement.

Duties:

- 29.06 (a) The delegated duties and responsibilities of Faculty Members with delegated administrative responsibilities shall be those in place as of the date of signing of this Collective Agreement.
- (b) Within thirty (30) days of the signing of this Collective Agreement, the Administrative Head, in consultation with the Faculty Member with delegated administrative responsibilities, shall prepare a statement of the duties and responsibilities of the delegated administrative position. This written statement shall be distributed to all Faculty Members in the Academic Unit.
- (c) Changes to these duties and responsibilities shall be mutually agreed between the incumbent and the Administrative Head and the written statement of duties shall be amended accordingly.

APPOINTMENT AND DUTIES OF PROGRAMME CHAIRS AT GRENFELL CAMPUS

Appointment:

- 29.07 Each Grenfell Campus Degree Programme shall have a Programme Chair who shall be responsible for the orderly, effective and efficient operation of the programme. For the purposes of this Article, the term "Degree Programme" shall mean Grenfell Campus Degree Programme.
- 29.08 (a) Membership in Programme Units shall be defined by the discipline to which a Faculty Member is appointed. Other Faculty Members may be included in a Programme Unit, as appropriate, on the recommendation of the Programme Unit Chair, with the approval of the Dean(s), and following Collegial Consultation with the Faculty Members in the Programme Unit.
- (b) Appendix G is a Memorandum of Understanding between the Parties that states which disciplines are in which Programme Units.

- 29.09 When the position of Programme Chair is to be filled, the Faculty Members in Grenfell Campus Programme Unit shall nominate to the appropriate Dean in writing a candidate for the position of Programme Chair. The Dean shall either recommend the candidate to the Vice-President (Grenfell Campus) or shall return the nomination to Grenfell Campus Programme Unit for further consideration, with a statement of the reasons.
- 29.10 Programme Chairs at Grenfell Campus shall be appointed for a period of three (3) years or a shorter term by mutual agreement of the Dean and the candidate. They shall be eligible for re-appointment. Normally, a Programme Chair shall not be appointed for more than six (6) consecutive years.
- 29.11 If a Programme Chair at Grenfell Campus is granted sabbatical leave or other leave lasting one (1) semester or more, they shall resign the office of Programme Chair effective the beginning of the leave period.

Duties:

- 29.12 A Programme Chair at Grenfell Campus shall advise the Dean or Deans on matters pertaining to Grenfell Campus Degree Programme. Such advice shall be based on consultation with other Faculty Members in Grenfell Campus Programme Unit. The duties of a Programme Chair at Grenfell Campus shall include:
- (a) assisting the Dean or Deans in the promotion of teaching, research, scholarship and critical, creative, professional, or developmental work;
 - (b) advising the Dean or Deans on matters with respect to staffing, programme, budget, research and travel funds;
 - (c) coordinating the advising of students on academic matters;
 - (d) representing the Degree Programme within and without Grenfell Campus and University;
 - (e) any other duties as mutually agreed.

LIBRARIANS APPOINTED TO ADMINISTRATIVE POSITIONS IN THE LIBRARY

- 29.13 A Librarian appointed to an administrative position within the Library system which is not excluded from the bargaining unit shall initially be appointed for a fixed term of three (3) years. Subject to Clause 29.15, such appointments shall be renewable for three (3) or five (5) years after a favourable review and on the recommendation of the Review Committee referred to in Clause 29.17.
- 29.14 Whether such administrative positions shall be opened to candidates from outside the Library or filled from the Librarians in the Library system shall be decided by the University Librarian giving due consideration as to whether the departing Librarian appointed to the administrative position is leaving the Library and the University or simply leaving the administrative position. Such a decision shall follow Collegial Consultation with the Librarians.
- 29.15 If the University Librarian decides to fill such administrative positions from the Librarians in the Library system, it shall be done according to mutually agreeable procedures. Such appointments shall be for a fixed term of agreed duration.
- 29.16 Except where administrative appointments are made in accordance with Clause 29.15, a person appointed to a Librarian position with administrative responsibilities shall be appointed according to the procedures set out in Article 13.
- 29.17 When an appointment to such an administrative position is to be renewed, a Review Committee shall be formed in the same manner as Search Committees as set out in Article 13 with the additional condition that at least one (1) of the elected Librarians shall be from the relevant division wherever possible.
- 29.18 Assessment of the Librarian whose position is being reviewed shall be based primarily upon their ability to perform the administrative duties of the position.
- 29.19 The Review Committee shall report its advice and assessments to the University Librarian. The University Librarian shall review with the Committee its advice and assessments and may refer the matter back to the

Committee for further consideration. The University Librarian shall forward their recommendation to the Provost & Vice-President (Academic) together with the Report of the Review Committee containing its advice and assessments. The University Librarian shall inform the Review Committee and the Librarian concerned of their recommendation at the time it is forwarded to the Provost & Vice-President (Academic). In the case of such appointments in the Health Sciences Library, the Review Committee shall report simultaneously to the University Librarian and the Dean of Medicine, and the University Librarian and the Dean shall recommend jointly whether to renew the administrative appointment through the Provost & Vice-President (Academic). In the case of such appointments at Grenfell Campus, the Review Committee shall report simultaneously to the University Librarian and the Vice-President (Grenfell Campus), and the University Librarian and the Vice-President (Grenfell Campus), shall recommend jointly whether to renew the appointment. In the case of such appointments in the Dr. C. R. Barrett Library, the Review Committee shall report simultaneously to the University Librarian and Associate Vice-President (Marine Institute) Academic and Student Affairs, and the University Librarian and the Associate Vice-President (Marine Institute) Academic and Student Affairs shall recommend jointly whether to renew the appointment through the Provost & Vice-President (Academic).

- 29.20 The Provost & Vice-President (Academic) or Vice-President (Grenfell Campus) shall send their recommendation to the President and, simultaneously, shall send a letter to the Librarian whose position is under review saying whether the recommendation to renew is positive or negative. If negative, the letter shall state the reasons.
- 29.21 Notwithstanding Article 17, if as a consequence of such a review, a Librarian appointed to an administrative position within the Library is denied renewal of their administrative position, and if they are untenured at the time this occurs, they shall retain a tenure-track appointment for at least a further two (2) years before being given final consideration for tenure.
- 29.22 If the provisions of Clause 29.21 are used to add a further two (2) years to a tenure-track appointment and tenure is subsequently denied, they shall be offered a further one (1) year terminal appointment.