

INTEGRATED BIOMEDICAL ENGINEERING AND HEALTH SCIENCES PROGRAM

Program Appointments

Terms of Reference

APPOINTMENT NAME:
Co-Directors (5-Year Appointment)
COMPOSITION:
Two faculty members; one from the Faculty of Engineering, one from the Faculty of Health Sciences
FUNCTIONS:
<p>Please refer to the Terms of Reference for the full policy.</p> <p>Co-Directors of the Program, one representative from Faculty of Health Sciences and one representative from Faculty of Engineering, will coordinate the program, oversee the curriculum, teach within the curriculum, and provide student support and outreach leadership. In the latter function, this individual will liaise and coordinate with members of each faculty, as well as outside experts, both of whom will provide guest lectures and serve as mentors on multidisciplinary group projects. The Program Co-Directors will report to the Dean of their respective faculty, and will work in collaboration with the Associate Dean of Engineering (Academic) and the Associate Dean, Undergraduate Education (Faculty of Health Sciences). New Program Co-Directors will be selected every 5 years. All communications related to the program will originate from the Program Coordinator, Co-Directors or the Associate Dean in each Faculty.</p> <p>A stipend for each of the Program Co-directors will be provided by the Program.</p> <p>Co-Directors are responsible for:</p> <ul style="list-style-type: none"> • General Administration • Personnel <ul style="list-style-type: none"> ○ Faculty ○ Non-academic Staff • Curriculum and Teaching • Budget and Resource Allocation • Recruitment and Outreach
TIMELINES:
<p>JULY</p> <ul style="list-style-type: none"> • Teaching - confirm Term 1 and Term 2 teaching schedule with the Associate Dean's Office <p>AUGUST</p> <ul style="list-style-type: none"> • Course Evaluations - Distribute approval forms for posting evaluation results to new faculty teaching Term 1 and full-year courses and to any faculty who previously declined to give their approval • Submit examination waiver information to Associate Dean • Post available TA assignments as known by Sept 8 (refer to current CUPE agreement) • In early August, look at course enrolment for all courses, not just those with limited enrolments, to see if any enrolments are exceeding the department's estimate <p>SEPTEMBER</p> <ul style="list-style-type: none"> • Courses - prepare next year's new courses, course changes, program change documents • Nominations to Faculty Awards Committee for Chancellor's Gold Medal. • Curriculum changes due to Associate Dean's Office or appropriate Faculty Committee • Review of proposed curriculum changes by Faculty Committee (September - November) • IQAP undergraduate program review process begins for programs being reviewed <p>OCTOBER</p> <ul style="list-style-type: none"> • Begin undergrad recruitment for upcoming year • Research leaves - make recommendations • If your term as Co-Director is expiring next year, refer to Procedures for Selecting Department Co-Directors. You are required to identify to the Dean faculty members and student reps who will comprise the Chair Selection Committee • Nominations for the President's Staff Awards normally due Oct 15

- Prepare five-month budget update

NOVEMBER

- Course Evaluations - Distribute approval forms for posting evaluation results to new faculty teaching Term 2 and full-year courses and to any faculty who previously declined to give their approval
- Prepare materials for summer school course evaluations
- Deferred exams (Spring/Summer)

DECEMBER

- CLAs - letters re: assessment and contract end date confirmation for CLAs who have been here for more than one year
- Course outlines for Term 2

JANUARY

- Undergraduate Timetable: Review Committee Loading Sheets and Instructor's Loading Sheets and return to Scheduling office by mid-January. Course Information Sheets returned to Scheduling Office by end of January. Course Loading Sheets returned to Scheduling Office by mid-February.
- Submit nominations to the Dean for University Professor (if any vacancies)
- Electronic editing of upcoming undergraduate calendar
- Submit budget information to Dean (this differs by Faculty)

FEBRUARY

- Send first draft of teaching assignments to faculty for Fall term
- Confirm TA Allocations
- Deferred exams held

MARCH

- Submit recommendations for medal recipients to the Chair of the Undergraduate Awards Committee
- Provide details on approved part-time appointments in TA Allocations for next academic session. Prepare posting and recommend hiring, process contracts and pays for spring and summer; fall and winter sessions as required.
- Prepare materials for course evaluations
- Start discussions with department about curriculum changes
- Permission screens for upcoming academic year course offerings open
- CLAs - letters re: assessment and contract end date confirmation for CLAs who have been here for less than one year

APRIL

- Course evaluations - Distribute approval forms for posting evaluation results to new faculty teaching Spring/Summer courses and to any other faculty who previously declined to give their approval
- Start discussions with department about curriculum changes
- Teaching - prepare Term 1 and Term 2 teaching schedule

MAY

- Post number of preliminary TA positions that will be available (see current collective agreement)
- Suggested curriculum changes discussed and finalized at the department level (May - September)
- Co-Directors contacted about beginning cyclical graduate and undergraduate program reviews.
- Fall/Winter session - mid May is the last day to submit changes to timetable
- Fall/Winter timetable released
- TMG reviews begin -- dates are provided by HR and vary
- IQAP meeting held with Co-Directors of graduate and undergraduate programs being reviewed in upcoming academic year

JUNE

- Co-Directors whose terms are finishing at the end of next academic year should discuss with Dean if a departmental review will be required before the Chair selection process can begin
- Submit any revisions to TA needs for coming year to Dean's office
- Prepare Department's annual planning report for submission to the Business Manager by first week of September or as guided in the Provost's memo
- Deferred exams (Terms 2 & 3)