Handbook of Department Academic Service Roles in the Department of Educational Studies

Revised on July 6, 2020

Two Guiding Principles Regarding Equitable Service Rotation within the Department of Educational Studies

1. Programmatic, Department-wide, Faculty, and University-wide Service: Every member of the Department will be approached over the course of their career to fulfill multiple service roles in their program area, the wider Department, at the Faculty and the University level. Both Department-wide and programmatic service roles should be filled before Faculty and University service is undertaken. Most faculty members will be called upon to provide Department-wide service (e.g., Head, Deputy Head, Graduate Advisor) possibly more than once and on a rotating basis. In particular, Professors and senior Associate Professors are expected to take on Department-wide service roles. Associate and Assistant Professors are expected to provide academic service in keeping with their rank and to be provided with opportunities to develop the skills necessary to take on Department-wide roles in the future. A key part of the responsibility of being a member of an academic community, and particularly a community with a commitment to social justice, lies in participating in leadership and administrative service equitably and on an ongoing basis.

2. From committee to committee: No member should serve on any departmental committee for more than two years at a time (with the exception of program area committees). All members must serve on at least two committees (departmental committees take precedence) as administrative service each year, except when on leave. Professors and senior Associate Professors are expected, on a rotating basis, to act as Chairs of Department-wide Committees. Associate and Assistant Professors may serve as deputies on committees with the expectation that they will act as Chairs in the future.

1. Department Head

Reporting to the Dean, the Department Head provides academic and administrative leadership and oversight to the Department. A total of 12 administrative credits per year are allocated for this position.

Specific duties include (but are not limited to):
- Provide leadership to the Department.
- Manage all matter of Department governance.
- Work with the Administrative Manager to manage the Department budget.
- Ensure the ongoing development of Department Academic and Strategic Plans.

- Manage the Undergraduate and Graduate Advisors' responsibilities in their absence.
- Assign and oversee workload of full time Faculty.
- Appoint members of standing committee, including the Dean's Advisory Committee on Research and/or organize elections of all Department Standing Committees and Special Committees.
- Work with the Deputy Head to support and assess all teaching of tenure stream and lecturer faculty members, and sessional instructors.
- Provide ongoing mentoring and career support for Faculty members and staff.
- Participate as a member of the Dean's Advisory Committee and Department Head meetings with the Dean.
- Prepare agendas for and chair Department Meetings.
- Chair the Department Standing Personnel Committee.
- Chair the Merit Committee.
- Chair the Head's Advisory Committee.
- Include a report informing department members of recent developments and initiatives as part of the monthly Department Meeting package.

2. Deputy Head

Reporting to the Department Head, the Deputy Head works closely with the Department Head. The Deputy Head will be allocated six administrative credits. The appointment is two years from July 1st to June 30th.

Specific duties include:
- Serve as Acting Head in the Department Head's absence.
- Participate as a member of the Head's Advisory Committee (HAC).
- Coordinate with Faculty process for Peer Reviews of Teaching (PRT) for tenure track faculty and instructors.
- Assist Department Head with Departmental Committee assignments for faculty.
- Work with the Administrative Manager to ensure that all courses are staffed and scheduled across the terms.
- Respond to program and course changes initiated by other departments or faculties that may impinge on EDST programs.
- Assist the Department Head with student appeals.
- Liaise with the Head and Administrative Manager to address concerns with teaching evaluations of sessional lecturers and teaching assistants.
- Liaise with Faculty Relations and Human Resources to ensure that Department policies and procedures are aligned with current Collective Agreements and university policies for faculty, sessional lectures, teaching assistants, and staff.
- Monitor and, when necessary, propose revisions to Department policies and procedures.
- Undertake activities and responsibilities as delegated by the Department Head.
- As appropriate, include a monthly report informing department members of recent developments and initiatives in the Department Meeting package.

3. Graduate Advisor (pilot 2020-2022)

Reporting to the Department Head, the Graduate Advisor (GA) is the liaison between graduate students and the Faculty of Graduate and Postdoctoral Studies (G+PS). This means that, for all student matters which are governed by G+PS, the GA is the primary contact. This includes, for example, admissions, leaves of absence, program extensions, permissions to teach, requests for program transfers, withdrawal and readmission, change of supervisor, appeals, and external and university examiner nominations. The Graduate Advisor works closely with the *Graduate Program Assistant and Graduate Student Support staff. The appointment is for two years from July 1st to June 30th. A total of six administrative credits per year are allocated for this position.

Specific duties include:
- Serves as "point person" for all matters related to graduate students' individual programs of study that cannot be dealt with by the supervisor (PhD/EdD/MA) or advisor (MEd).
- Reviews and signs off on student admissions, program completions, and all changes to or other matters related to a student's individual program of study where that signature is required by G+PS or EDST policy.
- Liaises with G+PS on student-related policies and all matters requiring action by the GA.
- Consults on all cases of academic misconduct involving EDST graduate students, as outlined in G+PS policy (https://www.grad.ubc.ca/faculty-staff/policies-procedures/dealing-academic-misconduct-graduate-students).
- Monitors graduate student progress, for example, through annual Progress Reports and (with assistance from the Graduate Program Assistant) upcoming candidacy deadlines, program expiry dates, and student registration.
- As needed, provides mentorship and guidance to students and faculty about supervisory and advisory practices and models.
- Works with EDST's Graduate Academic Assistants (GAAs) to provide leadership in organizing academic seminars, professional development workshops and the annual Research Day for graduate students.
- Assists with the organization of and/or delegates as appropriate matters related to new student orientations and graduation events.
- Answers general questions from prospective applicants about which program would be a good fit and directs them to the relevant program coordinator for program-specific information.
- Ensures department-level handbooks for graduate students are up to date.
- Attends, as a voting member, meetings of EDST's Graduate Programs Advisory and Curriculum Committee (GPACC).
- Together with the GCC, submits "EDST Graduate Affairs" reports for distribution prior to EDST department meetings.
- In the absence of the Graduate Curriculum Coordinator, attends GCAC meetings, and performs other time-sensitive duties of the GCC as needed.

*Note: The Graduate Program Assistant and the Graduate Student Support staff positions work closely with the Graduate Advisor on graduate related matters. However, for operational reasons, the staff positions are supervised and directly reports to the Administrative Manager.

4. Graduate Curriculum Coordinator (pilot 2020-2022)

Reporting to the Department Head, the Graduate Curriculum Coordinator (GCC) takes primary responsibility for providing support and administrative oversight to all graduate programs and courses offered by the Department. This includes, for example, new program and course proposals, program and course change requests, major changes to course and program delivery, and off-campus programs. The appointment is for two years from July 1st to June 30th. A total of six administrative credits per year are allocated for this position.

Specific duties include:
- In consultation with the Head, Deputy Head, and program coordinators, provides administrative oversight to graduate programs and cross-program initiatives.
- Collaborates with the Head, Administrative Manager, Graduate Program Assistant, Graduate Student Support staff and Chairs of PhD and MA committees on student funding allocations.
- Participates as a member of the Department Head's Advisory Committee (HAC).
- Chairs EDST's Graduate Programs Advisory and Curriculum Committee (GPACC) and works with Graduate Program Assistant and Graduate Student Support staff to ensure meeting minutes are recorded and archived.
- Recommends to GPACC any changes to its Terms of Reference.
- Represents EDST as a member of the Faculty of Education's Graduate Curriculum Advisory Committee (GCAC).
- Works with faculty to initiate course/program curriculum changes and facilitates their progress through departmental, Faculty and University approval processes.
- Manages the review and approval process for all graduate course and new program consultation requests received from other UBC units.
- In concert with program coordinators and EDST's Web and Communications Coordinator, ensures that website materials representing programs are accurate, complete, and fairly represent EDST's graduate offerings.
- Reviews program marketing materials and proposals for their placement beyond the EDST website. Recommends marketing expenditures to the Head.
- Together with the GA, submits "EDST Graduate Affairs" reports for distribution prior to EDST department meetings.
- In the absence of the GA, signs forms and performs other time-sensitive duties of the GA as needed.

5. Program Area Coordinators (ALE, SCPE, HIED, EDAL, ALGC)

Reporting to the Department Head, Program Area Coordinators provide support for students and instructors within program areas. The appointment is for two years, from July 1st to June 30th.

Specific duties include:
- Organize and chair program area meetings to develop courses and program initiatives, including ongoing monitoring of curricular content, pedagogical, and policy matters of all courses. Work with support staff assigned to them by the Administration Manager to ensure meeting minutes are recorded and archived.
- Organize major meeting to adjudicate admissions applications to MEd program(s) and work with the Graduate Program Assistant and Graduate Student Support staff to access student applications.
- Answer enquiries regarding the program.
- Provide oversight of both on-campus and off-campus cohorts
- Consult members of the program area on matters related to hiring plans, replacement of faculty while on leave, or any other matters related to staffing courses within the program.
- Work with the Administrative Manager to advise on instructors for courses offered in the curriculum area.
- Work with the Administrative Manager to schedule courses.
- Work with Web Assistant to promote program area courses and programs.
- Work with the Deputy Head to organize Peer Reviews of Teaching for sessional instructors teaching courses in the program area.
- Attend GPACC meetings.
- Review the content of the program area section of the department website periodically – including program of study worksheets - and provide updated information to the appropriate support staff person.

Chairs of Department-wide Committees

1. Undergraduate Program Advisory and Curriculum Committee (UPACC) Chair

The UPACC provides support to undergraduate programs and courses offered by the Department. UPACC Chair reports to the Department Head. The appointment is for two years, from July 1st to June 30th.

Specific duties of the Chair include:
- In concert with the Committee, provide oversight to all the undergraduate programs and courses offered.
- Liaise with the Teacher Education Office and Professional Development and Community Engagement office on matters pertaining to undergraduate courses, cohorts, and programs.

- Work with the Department Head, Program Area Coordinators and the Administrative Manager to ensure that courses are staffed and scheduled.
- Work with faculty members to monitor and develop program curriculum content and structures.
- Chair the Department UPACC meetings and work with support staff to ensure meeting minutes are recorded and archived.
- Serve as the department representative on the Teacher Education Advisory Committee (TEAC) or designate an alternate.
- Attend meeting of the Head's Advisory Committee (HAC).
- As appropriate, report to the Department meeting with updates, developments, and initiatives.

2. PhD Management and Admissions Committee Chair

Reporting to the Department Head, the PhD Management and Admissions Committee provides academic leadership to all aspects of the PhD program. The Chair of the Committee is appointed is for two years, from July 1st to June 30th.

Specific Duties of the Chair include:
- Organize and chair meetings of the PhD Management and Admissions Committee and work with Graduate Program Assistant and Graduate Student Support staff to ensure meeting minutes are recorded and archived.
- Organize major meeting to adjudicate admissions applications to the PhD program.
- Work with the Deputy Head and Program coordinators to recommend faculty for teaching core courses in the program.
- Review the program, including processes, curriculum, and student experiences, and make recommendations for supporting the program on an ongoing basis.
- Work with the Graduate Curriculum Coordinator and the Web Assistant to promote the program and to encourage student recruitment.
- Review the content of the program area section of the department website – including policies relevant to the PhD program and to PhD students - periodically and provide updated information to the Web Assistant.
- Attend GPACC meetings.
- As appropriate, report to the Department meeting with updates, developments, and initiatives.

3. EdD Management and Admissions Committee Chair

Reporting to the Department Head, the EdD Management and Admissions Committee supports all aspects of the EdD program offered by the Department. A three-credit buy-out drawn from the EdD program budget is allocated annually to this role. The Chair of the Committee is appointed is for two years, from July 1st to June 30th.

Specific Duties of the Chair include:
- Organize and chair meetings of the EdD Management and Admissions Committee and work with assigned support staff to ensure meeting minutes are recorded and archived.
- Organize sub-committee to review and adjudicate admissions files in years of cohort intake
- Work with the Deputy Head and Program coordinators to recommend faculty for teaching core courses in the program.
- Work with the Graduate Program Assistant and Graduate Student Support staff to access application and student files.
- Chair, and recruit additional members for, the EdD Comprehensive Examinations Committee. (See the "Terms of Reference for the EdD Comprehensive Examinations Committee").
- Work with the EdD Academic Coordinator to plan, organize, and cohost the Annual EdD Institute .
- Organize the planning of, and host, the Annual EdD Writing Retreat.
- Review the program, including curriculum and student experiences, and make recommendations for supporting the program on an ongoing basis.
- Work with the Graduate Curriculum Coordinator and the Web Assistant to promote the program and to encourage student recruitment.
- Review the content of the program area section of the department website periodically – including the program of study worksheet - and provide updated information to the appropriate support staff person.
- Attend GPACC meetings.
- As appropriate, reports to the Department meeting with updates, developments, and initiatives.

4. MA Management and Admissions Committee Chair

Reporting to the Department Head, the MA Management and Admissions Committee supports all aspects of the MA program offered by the Department. The Chair of the Committee is appointed for two years, from July 1st to June 30th.

Specific Duties of the Chair include:
- Organize and chair regular meetings of the MA Management and Admissions Committee and work with Graduate Student Support staff to ensure meeting minutes are recorded and archived.
- Organize major meeting to adjudicate admissions applications to the MA program.
- Work with the Deputy Head and Program coordinators to recommend faculty for teaching core courses in the program.
- Work with the Graduate Program Assistant and Graduate Student Support staff to access application and student files.
- Review the program, including curriculum and student experiences, and make recommendations for supporting the program on an ongoing basis.

- Work with the Graduate Curriculum Coordinator and the Web Assistant to promote the program and to encourage student recruitment.
- Review the content of the program area section of the department website periodically – including the program of study worksheet - and provide updated information to the appropriate support staff person.
- Attend GPACC meetings.
- As appropriate, report to the Department meeting with updates, developments, and initiatives.

5. Scholarships and Fellowships Committee Chair

Reporting to the Department Head, the Scholarships and Fellowships Committee adjudicates all major student scholarship competitions (SSHRCC, Affiliated Scholarships, Vanier, Killam Postdoctoral Fellowships, Aboriginal Graduate Fellowship, etc.) on behalf of the Department. The Chair of the Committee is appointed for two years, from July 1st to June 30th.

Specific duties of the Chair include:
- Organize and chair regular meetings of the Scholarships and Fellowships Committee and work with Graduate Program Assistant and Graduate Student Support staff to ensure meeting minutes are recorded and archived.
- Along with the Committee, adjudicate student applications for scholarships and fellowships, including communicating results with funding agencies and within the department.
- Liaise with Graduate and Postdoctoral Studies to obtain up to date information about student awards.
- Attend Department Graduate Programs Advisory and Curriculum Committee (GPACC) meetings.
- Monitor the range of awards available and encourage graduate students to apply for these awards.
- Work with the Graduate Advisor, the Graduate Program Assistant, Graduate Student Support staff, and the Web Assistant to ensure that information about major funding opportunities for students is communicated in a timely way.
- As appropriate, report to the Department meeting with updates, developments, and initiatives.

6. Head's Advisory Committee

Consists of the Head, Deputy Head, Graduate Curriculum Coordinator, UPACC Chair, and Graduate Academic Assistant representative.

• Meetings are chaired by the Head and are scheduled once a month.
• Additional meetings may be called at the discretion of the Head for advice on Department matters.