

Complete Policy Title:
**Terms of Reference For
Area Chairs, Faculty of Business**

Policy Number (if applicable):

Approved by:
Senate

Date of Most Recent Approval:
April 11, 2012 (editorial revisions)
June 8, 2011
June 9, 2011

Board of Governors

Date of Original Approval(s):
April 14, 1999

Supersedes/Amends Policy dated:
June 8, 2011

Responsible Executive:
Provost and Vice-President (Academic)

Enquiries:
[University Secretariat](#)

***DISCLAIMER:** If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

1. The duties of the Area Chair are to foster a healthy climate within the Area for the conduct of scholarship, teaching, and service, a climate which is inclusive, and in which Area members receive equitable treatment and support.
2. The Area Chair is a member of the Dean's Advisory Council and is the spokesperson for the Area in matters dealing with the intellectual life of the Area.
3. The Area Chair is charged with responsibility for mentoring junior faculty in the Area and for fostering and encouraging the teaching and research programs of all Area members.
4. The Area Chair serves as a member of the Area Tenure and Promotion Committee.
5. The Area Chair will provide advice and recommendations to the Associate Deans (Faculty Affairs and Accreditation) and (Graduate Studies and Research) regarding the CP/M annual review and recommendations.

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6. The Area Chair will assist the Associate Deans in determining the allocation of teaching responsibilities within the Faculty.
 7. In consultation with the Associate Dean (Graduate Studies and Research), the Area Chair will provide academic counselling and support for the Area's doctoral students.
 8. When requested to do so by the Dean, the Area Chair will recommend Area members for committee assignments.

The Area Chair will serve for a term of three years, not normally renewable until a further three years has elapsed.

Member:

Faculty

Dean's Advisory Council

Area Tenure and Promotion Committee