

Complete Policy Title:
**Terms of Reference – Associate Dean
(Academic), Faculty of Business**

Policy Number (if applicable):

Approved by:
Senate

Board of Governors

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

Date of Original Approval(s):
March 13, 2002

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*

Terms of Reference

1. Responsible for the following aspects of the Faculty's undergraduate BComm Program:

- student recruitment;
- admissions;
- student academic counseling;
- enrolment management;
- student appeal matters;
- scholarships and prizes;
- curriculum development/revisions;
- course management policy matters such as course outlines;
- access to final examinations;
- retention of student records and student material.

2. Represents the Faculty of Business on Undergraduate Council.

3. Responsible for ensuring that administrative matters in connection with the Faculty's undergraduate education programs are carried out, that the Faculty and University deadlines for the submission of examination copy and curricula revisions and for evaluations of students are met and that all relevant teaching policies of the Faculty and the University are implemented, etc.

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4. Responsible for leadership and coordination of appropriate academic programs, activities and other duties as delegated by the Dean, including the maintenance and development of extra-curricular student activities to promote personal, professional and academic growth, and the development of relationships with the business community.
 5. In consultation with the Associate Dean (Faculty Affairs and Accreditation) and the Area Chairs, responsible for:
 - (a) determining which faculty members will teach the undergraduate courses and give the tutorials offered by the Faculty.

Chair:

Undergraduate Recruiting, Admissions and Student Affairs Committee
Undergraduate Curriculum and Policy Committee
Co-Chair – Student Awards Committee [with Associate Dean (Graduate Studies and Research)]

Member:

Faculty
Dean's Advisory Council
Engineering and Management Policy Committee
Faculty Research and Awards Committee
School of Business Committee of Instruction