

Department Chairs

Department chairs are appointed by the Dean of SOM based on recommendation by the senior associate dean of basic sciences, who also determines the duration of their appointment. The chairs report to the senior associate dean of basic sciences. Their major responsibilities are as laid out in their letters of appointment and include all aspects of the teaching and management of the Department. This is a stipend administrative appointment and does not fall within the Faculty Senate guidelines for re-appointments and dismissals. Their responsibilities include:

1. development of the curriculum of the courses offered by the department, in collaboration with the content managers
2. recruitment, retention, evaluation and professional development of departmental faculty and staff
3. preparation and management of the departmental budget
4. oversight of departmental policies regarding the administration of courses and examinations
5. management of the physical resources required by faculty and staff to perform their duties at a high standard
6. recommendation to the senior associate dean of basic sciences regarding appointments of course directors, content managers and faculty promotions
7. management and assignment of faculty FTE
8. reviewing faculty performance
9. participation in reviews of courses and departments
10. communication with the senior associate dean for curriculum - Grenada, in all aspects relating to the performance of the duties herein listed

The chair, or designee, represents the department on all statutory SOM and University bodies requiring departmental input. The chair is required to convene at least two departmental meetings per term and to minute the meetings accordingly.