



## POSITION DESCRIPTION

Position Title: **Chairperson, Agriculture & Environment** Division: **Agriculture & Environment**  
Classification: **Chairperson** Supervisor's Title: **Dean, Agriculture & Environment**  
Position No.: **B02-OSU001-FRC**

### POSITION SUMMARY

#### *Be Passionate - Take Initiative - Deliver Results*

Reporting to the Dean, the Chairperson provides overall direction and development for current and future Academic Programs in the Agriculture and Environment programming area to faculty and students, plays a key role as a member of the School Management Team and oversees applied research within agri-food sector of the department.

### RESPONSIBILITIES AND ACCOUNTABILITIES

#### 1. Provide overall direction and development for current and future Academic Programs

- Provide academic leadership within the school, shaping the growth and development of assigned programs within the school, in accordance with AC's Academic Charter and Academic Strategy.
- Represent the college in a positive manner with the public, potential students, potential employers for students, businesses, government officials and agencies, both in-province and out-of-province.
- works within a number of teams throughout the college and is expected to work cooperatively to achieve the mission and goals of the program, the school and the college.
- Co-ordinate the development of Prior Learning Assessment and Recognition (PLAR) within related program areas.
- Work with faculty and advisory committees to ensure existing program curricula are current and relevant, and learning experiences are exceptional.
- Working with college departments, faculty, industry partners and community leaders, complete annual program summaries and scheduled program reviews and academic quality assurance audits.
- Conduct regular program meetings and communicate outcomes to Dean.
- Collaborate with the Dean on researching and developing program proposals, including regular, contract, and continuing studies programming; implement, promote, coordinate, and evaluate new program initiatives.
- Monitor enrolments and collaborate with communications, marketing, and recruitment staff to develop strategies to promote courses and programs.
- Collaborate with the Dean in the establishment, implementation, and maintenance of articulation agreements.
- Establish and maintain active program industry advisory committees.
- Work with foundation and industry partners to extend financial and physical resources.

**2. Provide direction and support to faculty and students.**

- Analyze staffing needs with the Dean, and co-ordinate recruitment and selection of faculty in conjunction with Human Resources staff.
- Provide direct supervision to faculty including orientation, performance and professional development plans, mentoring, conflict resolution, team building, promoting best practices, and workload assignment.
- Administer all relevant college and school policies and procedures.
- Ensure faculty are liaising with business and industry for student practicum placements.
- Collaborate with extended proactive advising team (student success advisors, learning strategists, tutors, faculty) to implement the College's student success strategy; provide academic advising related transfer of credit, program requirements, and other academic matters.

**3. Provide overall direction and development for applied research related Agriculture & Environment programs.**

- Develop, in consultation with faculty, an annual (short term) and long term applied research strategy.
- Develop funding proposals to for applied research activities within the programming area.
- Track and monitor applied research activities within the programming area.
- Lead and assist faculty in the development of funding proposals for applied research activities, equipment, and facilities within the programming area.
- Coordinate and monitor applied research activities within the programming area.
- Cultivate industry partnerships in support of applied research.
- Ensure that applied research capacity and outcomes are communicated to stakeholders.
- Contribute to the College's broader strategy for applied research.

**4. Play a key role as a member of the school management team.**

- Work with the Dean to monitor financial statements and other performance data to measure effective, relevant provision of learning resources and other program needs.
- Collaborate with the Dean in budget planning.
- Manage and co-ordinate within budget guidelines to fund operations, meet program needs, increase efficiencies, and reduce variances.
- Meet internal and external reporting requirements of the school or the college.

**KEY RELATIONSHIPS**

Staff Positions Directly Supervised	Instructors
Staff Positions Indirectly Supervised	Administrative staff

**KNOWLEDGE, SKILLS, ABILITIES,**

The Chairperson will have:

1. Demonstrated excellence in leading a team in a relevant post-secondary environment or industry, with a solid understanding of program and curriculum development, assessment and evaluation, student advising and group facilitation.
2. Practical and theoretical experience and competence in the discipline(s) that comprise the supervised programs.
3. Knowledge of contemporary models for and current best practices in adult education.
4. Awareness of the day-to-day demands that faculty face and of the strategies and models for assisting faculty in managing these challenges.
5. Experience preparing complex written documents; in analysing/interpreting/implementing policies and procedures; in researching, preparing and compiling reports; in oral and written communication.
6. Experience in preparing, monitoring, and managing budgets.
7. Cultural awareness and respect, and outstanding interpersonal, presentation, influencing and negotiation skills including the ability to develop and promote close and effective work environments and relationships, internally and externally.
8. High-level analytical skills with the capacity to evaluate situations, make decisions and consult with others to inform, facilitate, and expedite decision-making.
9. Ability to handle challenging situations in a professional manner; to establish and maintain effective working relationships within the college, external agencies, and industry partners.
10. Commitment to the values and distinctive profile of AC, in particular - professional excellence, ethical practice and personal integrity, diversity, equity, sustainability, and collaborative effort.

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Employee's Signature

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Date

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Supervisor's Signature

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Date