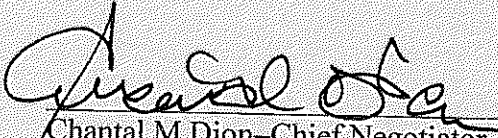



## 25.2 Duties of a Chair/Director of a Department or Institute

The Duties of a Chair/Director of a Department are:

- (a) to call and preside over meetings of the department;
- (b) to represent the department in administrative matters;
- (c) to bring to the attention of the department for discussion and action matters pertaining to the work and efficiency of the department;
- (d) to oversee the internal administration of the department in consultation with other members of the department, and to delegate administrative activities as they see fit;
- ~~(e) to ensure that the composition of search committees for faculty appointments and Tenure and Promotion committees is a fair representation of the relevant academic unit and its equity standards. The composition of such committees shall be subject to the approval of its members at a duly constituted unit meeting.~~

  
Chantal M Dion—Chief Negotiator  
CUASA/the Union  
3 fév 2018  
Date

  
Wayne Jones—Chief Negotiator  
Carleton University/the Employer  
Feb. 3, 2018  
Date