

## **Achieve Better Together at Guelph-Humber**

At the University of Guelph-Humber we offer career paths that open a world of infinite possibilities for you to explore. People are at the heart of the Guelph-Humber experience. Every day we work together to deliver excellence, and in doing so, we redefine what it means to be a leader in providing an education combining theory and practice. Join us!

We're currently recruiting for the Business Program Chair. If you are interested in working in higher education and are looking to contribute to Guelph-Humber's unique academic offering, here is your opportunity to join our team.

### **Job Details**

**Position Title:** Business Program Chair

**Status:** Full-time

**Hours per week:** 37.5 hours

**Program/Department:** Business

**Campus/Location:** The University of Guelph-Humber (207 Humber College Blvd, Toronto) located within the traditional and treaty lands of the Mississaugas of the Credit.

**Salary:** FT Admin Band 8 \$124,498 – \$155,622

**Timeline:** Please expect to hear from us no later than mid-June

### **The Chair's Role:**

Our unique 4-year program offers students with an Honours Bachelor of Business Administration from The University of Guelph and a Diploma in Business Administration from Humber College. Areas of study include Accounting, Finance, Human Resources, International Business, Management, Marketing, and Small Business Management and Entrepreneurship

The Chair is central in leading and managing the academic and administrative affairs of the program. The Chair is accountable for the overall operational planning/management of the program and for maintaining relevancy, competitiveness, and currency in the field of study and ensuring industry needs are met. The Chair is responsible for the management of the physical, financial, and human resource requirements of the program.

The Chair is a leader within the academic team for the University of Guelph-Humber and liaises with and supports the strategic directions of partner institutions, the University of Guelph and Humber College, where appropriate. The Chair works collaboratively with faculty/instructors, students, external stakeholders to advance Guelph-Humber's academic mission.

### **Academic Program Management and Leadership**

- Leads the development and implementation of a vision for the program that ensures relevancy, competitiveness, and currency in the field of study and ensuring industry needs are met, with an emphasis on the quality of the learning environment.
- Is accountable for the overall operational planning/management of the program (e.g., course planning that is fiscally responsible, recommendations for instructor / faculty appointments, appropriate and consistent application of academic rules and regulations).
- Leads the curriculum development / revision / renewal process according to established University practice and process.

- Collaborates with internal and external stakeholders to ensure relevancy and currency of the program content.
- Participates in University committees as required (e.g., Academic Management and Programs Committee, Vice-Provost Council, Academic).
- Leads the processes related to cyclical evaluation of the program and external registration requirements.
- Responsible for initiatives that support student engagement and success and contributes to resolving complex student matters.

### **Academic Rules and Regulations / University – College Policies and Procedures**

- Interprets the academic rules and regulations, University of Guelph, and Humber College policies and procedures, and translates these into proposed actions.
- Communicates academic rules/regulations/policies and procedures to faculty/instructors (as required).
- Approves final grade submissions from all instructors each semester.
- Assesses and approves program related requests according to academic rules and regulations.

### **Academic and Scholarly Excellence**

- Leads / participates in academic and university initiatives / events to achieve program and University priorities and goals.
- Teaches within their discipline expertise as per the Office of the Vice-Provost-established semester guidelines.
- Engages in other assigned academic related activities (i.e., Study Abroad, Independent Study, thesis, placement) as per the Office of the Vice-Provost-established semester guidelines.
- Participates in scholarship through professional activities and creative contributions that advance the field of study and foster an enhanced profile and positive reputation of the program and university.
- Participates in research or scholarly activities in the discipline and produces work that advances the field of study and fosters an enhanced profile and positive reputation of the program and university.
- Mentor's students throughout the program.

### **Human Resources and Resource Management**

- Hires and manages employees that support the operations of the program.
- Hires and manages part-time student/work study employees within the program for general positions and/or specific program initiatives.
- Leads annual performance reviews for direct reports and provides formative feedback routinely.
- Oversees and contributes to faculty/instructor hiring.
- Demonstrates a thorough understanding and adherence to the practices, policies, procedures and collective agreements for University of Guelph and Humber College.

### **Managing Financial Operations of the Program**

- Prepares annual operating budget in collaboration with Finance team at the University of Guelph-Humber.

- Is accountable for management of the operating budget, monitoring expenditures and maintaining records to ensure expenditures do not exceed available funds.
- Monitors course and overall program enrolments per semester.

### **What you bring to the role:**

#### **Education:**

- A master's degree in Business or a closely related field.
- Doctorate in the field of Business preferred.
- Industry or professional work experience specifically related to the field of Business.

#### **Experience and Skills:**

- 5 – 9 years of extensive postsecondary experience (e.g., teaching, scholarly work, coordination, administration).
- Demonstrated administrative capability.
- Demonstrated ability to think strategically; manage complexity; lead through ambiguity; value, appreciate, and respect different perspectives and cultures; make thoughtful and informed decisions; and lead through continuous change.
- Exceptional oral and written skills.

### **Join us and achieve better together!**

At the University of Guelph-Humber, we don't just accept difference — we celebrate it! If your experience is close to what we're looking for, consider applying and tell us why you are a great candidate for this job. Only applicants selected for an interview will be contacted.

### **Equity, Diversity, and Inclusion**

The University of Guelph-Humber is committed to a workforce that reflects the diversity of our students and our city. We encourage applications from Indigenous Peoples and individuals from equity-deserving groups.

### **Accommodation**

The University of Guelph-Humber is committed to accommodating applicants with disabilities throughout the hiring process and will work with applicants at any stage of the hiring process who require accommodation. This document is available in alternate formats upon request.