



**Faculty Position Vacancy**  
**CHAIR, ALLIED HEALTH AND**  
**TECHNOLOGIES**  
**AND**  
**INSTRUCTOR**  
**MEDICAL RADIOGRAPHY**  
**TECHNOLOGY PROGRAM**

**SCHOOL OF HEALTH & HUMAN SERVICES**

***This is a re-posting of Y11-32. Those who submitted resumes need not re-apply.***

**JOB POSTING Y11-32R**

**CLOSING DATE: February 20, 2012**

**Full-time Continuing Faculty Position Commencing April 1, 2012**

Be an inspiring leader and instructor! Camosun College is a leading community college in British Columbia with values that include a commitment to learning, a focus on the student, appreciation of the people who support the learning relationship, a dedication to service, and a spirit of respect.

The new "Inspiring Lives" Strategic Plan was launched in September 2011 and speaks to Camosun as Canada's college of life-changing learning. Physically located on two urban campuses, the college has more than 20,000 full- and part-time learners, over 1,000 employees, and an operating budget of approximately \$100 million.

The School of Health and Human Services includes the departments of Community, Family and Child Studies; Continuing Care; Dental; Nursing and a new Department of Allied Health and Technologies. The new Medical Radiography program will be the first program within this Department. The program, a partnership with British Columbia Institute of Technology and College of New Caledonia, will deliver a common curriculum at all three institutions. Beginning September 2012, the Camosun program will enrol 16 students per year into a 24-month, continuous program that involves classroom, lab, clinical and online learning experiences.

The Department of Allied Health and Technologies is seeking a full time probationary faculty beginning April 1, 2012. Initially, the position is 100% Chair, Allied Health and Technologies program. In September 2012, this will change to 50% Chair and 50% Instructor in the Medical Radiography program. The Chair role is a three year term with potential for extension in accordance with the current Camosun College Faculty Association collective agreement.

## Qualifications:

### Minimum Qualifications

- Post secondary qualifications consistent with teaching discipline
- Medical Radiography Technology Diploma or equivalent
- Bachelor's Degree in a field related to Medical Radiography or Education or equivalent
- Certified by and current registration with the Canadian Association of Medical Radiation Technologists
- Three years of full-time teaching or educational development experience, preferably at the post-secondary level
- 5 years Medical Radiography Technology experience
- Computer Literacy
- Willingness to undertake Leadership training as required

### Preferred Qualifications

- Master's Degree in a related field
- Education and experience in adult education and/or Provincial Instructors Diploma (PID)
- Departmental/Program Leadership experience
- Experience with development and delivery of new Allied Health programs

The successful candidate will demonstrate strong organizational abilities and effective interpersonal communication skills with an ability to work effectively with teams. S/he must have a strong interest in student success and have experience and skill in attaining and maintaining a high level of program quality. Please refer to the Chair position job description below.

Salary is commensurate with education and experience. A comprehensive benefits package including a generous vacation entitlement, rich professional development opportunities as well as annual scheduled development is also available to the successful candidate.

We would like to thank everyone in advance for applying, as only those selected for an interview will be contacted.

Reply in confidence sending your resume and cover letter by **February 20, 2012** quoting posting **Y11-32R**

Camosun College  
Human Resources  
3100 Foul Bay Road  
Victoria, BC V8P 5J2  
Phone: (250) 370-3004  
Fax: (250) 370-3664  
Email: [careers@camosun.ca](mailto:careers@camosun.ca)

*Camosun College is an Equal Opportunity Employer*



**CAMOSUN COLLEGE  
JOB DESCRIPTION**

**Working Title: Department Chair, Allied Health & Technologies**

**School: Health & Human Services**

**Dated: November, 2011**

**Reports To: Associate Dean**

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**A) JOB SUMMARY**

Under the direction of the Dean and Associate Dean, the Chair is responsible for the educational leadership and operation of a department. As such, the Department Chair has primary responsibility for maintaining excellence in the department, taking appropriate, timely action to foster the highest possible standards of teaching, scholarship, service, and student advising. The Department Chair also provides focus and direction to ensure the quality of the department's program(s) with responsibilities for leading the department in matters of curriculum, planning, assessment, and student affairs. The Department Chair coordinates and supports the personal and professional talents of the department members and assists them in functioning as an effective team.

**B) REPORTING RELATIONSHIPS**

This position is responsible to the Associate Dean.

Department members report directly to the Chair on operational matters.

This position may be responsible for supervising departmental support staff positions.

**C) ESSENTIAL JOB FUNCTIONS**

1. Facilitates student learning and student success within the department
  - Leads the development and maintenance of departmental standards of service
  - Ensures provision for academic advice and guidance to prospective and current students
  - Facilitates and attempts to resolve student complaints and student conduct issues including referring students for appropriate information and services
  - Ensures student orientation sessions are conducted
  - Ensures student progress is monitored from intake to graduation
  - Coordinates all requests for transfers, PLAR.

2. Works with external organizations/interests
  - Ensures that curriculum design, implementation and delivery are relevant to community needs
  - Ensures regulatory standards are met
  - Ensures representation of the department and programs on local, provincial, and national organizations.
3. Leads the department in establishing and maintaining quality curriculum standards
  - Participates in the development and implementation of new courses/programs and the revision of existing courses/programs, and ensures approval processes have been followed
  - Coordinates review and evaluation of departmental courses and programs on a regular basis to ensure compliance with course/program standards, and that appropriate actions are taken after evaluation
  - Initiates departmental planning for curriculum and major programs
  - Coordinates the schedule of courses to be offered in accordance with college guidelines
  - Seeks adequate resources for the department curriculum including library holdings, supplies and equipment.
4. Leads the department in planning activities
  - Assists in the development and monitoring of the annual departmental budget
  - Coordinates the annual planning process
  - Creates and assesses and reports on annual department goals
  - Monitors trends and issues pertaining to courses and programs.
5. Leads the effective operation of the department
  - Provides orientation and mentoring to faculty and staff as required.
  - Delegates responsibility for various duties among departmental personnel in an equitable fashion
  - Facilitates compliance with safety and security regulations
  - Leads the overall human resource management within the department
  - Coordinates regular and substitute staffing process
  - Authorizes department expenditures to the prescribed limit
  - Schedules and monitors the workload of the department and effects adjustments as required
  - Plans course timetables
  - Mediates and attempts to resolve personnel issues or conflict within the department
  - Facilitates and promotes development opportunities for department faculty and staff
  - Assists faculty in the planning of Scheduled Development activities
  - Coordinates and participates in departmental recruitment processes
  - Participates in performance reviews
  - Holds regular department meetings
  - Liaises with Student Services departments.
6. Other related duties of similar scope and complexity.
  - Facilitates entrepreneurial activities

## **D) EXPERIENCE AND ABILITIES**

- Ability to create and maintain a positive, student-centered working environment that supports learning for students, faculty, and staff
- Ability to provide educational leadership to a diverse department
- Ability and interest in team building and change management
- Knowledge and interest in budgeting, accounting, and expenditure controls
- Experience in program design, development, delivery and evaluation within an post-secondary education environment
- Knowledge and interest in human resource management.

## **E) QUALIFICATIONS**

### 1. Minimum Qualifications

- Post secondary qualifications consistent with teaching discipline
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- Computer Literacy
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### 2. Preferred Qualifications

- Master's Degree in a related field
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**F) JOB DESCRIPTION APPROVAL**

**I have reviewed the job description and affirm that it accurately portrays the duties and qualifications required.**

\_\_\_\_\_  
**Current Incumbent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Associate Dean / Position Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Dean / Director**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Human Resource Consultant**

\_\_\_\_\_  
**Date**

**CC: Human Resources**