

**The University of Sydney**  
**SYDNEY CONSERVATORIUM OF MUSIC**

**ROLE, RESPONSIBILITIES, SUPPORT AND APPOINTMENT OF CHAIRS OF UNITS**

**Definition of a Unit**

A Unit is a group of academics who jointly carry responsibilities for the teaching, learning and research in their respective discipline at the Sydney Conservatorium of Music. All Units have a Chair appointed from within a Unit's full-time academic collegiate.

**The Role of Chair of Unit**

A Chair of Unit

- Promotes academic freedom, critical debate and a collaborative, open workplace in which all members of the Unit are able to contribute effectively and freely.
- provides artistic, academic and administrative leadership to the Unit
- articulates and represents Unit perspectives in policy creation and implementation within the Conservatorium and the University
- facilitates and promotes the implementation of faculty and University strategic directions and goals within the Unit;
- promotes the Unit within the Conservatorium, the University and in the wider community, locally, nationally and internationally

**RESPONSIBILITIES**

A Chair of Unit reports to the Dean of the faculty and collaboratively with the Dean:

1. identifies and supports staff development, mentoring and training needs; facilitates and where appropriate manages workloads, teaching allocations, reviews and leave approvals.
2. co-ordinates all aspects of teaching and assessment in the Unit and articulates within the Unit, faculty and University rules, policies and procedures. This includes directing timetabling, the constitution of assessment panels and the compilation of results in accordance with Conservatorium rules, policies and procedures.
3. co-ordinates the Unit's responsibilities in the audition and admission of new students in the context of the Conservatorium and University's admissions policies and processes,
4. provides leadership in the recruitment of students;
5. provides advice and support to students in the Unit in relation to all aspects of their course and programs of study,
6. oversees the progress of students including the exercising of decisions and approvals under the Resolutions and Rules of the University and the Conservatorium;
7. provides advice and a Unit perspective on financial issues including staffing;
8. in conjunction with the Unit, Dean and faculty contributes to planning including Unit staffing, Unit student profile, relevant handbook material, artistic and academic initiatives such as visitors to the Unit and other initiatives that underpin effective teaching and learning, research and performance, critical discussion and a vibrant culture within the faculty.
9. serves on the Chairs of Units and on other committees as agreed.
10. maintains a teaching, research and performance portfolio.

## **SUPPORT**

It is recognised that the role and responsibilities of a Chair of Unit requires a considerable commitment in time and energy and implies a substantial, additional workload. A Chair of Unit will be supported in the role through

1. administrative support
2. access to data, contacts and information that is relevant to the Unit's teaching, learning and research program;
3. open and consultative dialogue on matters affecting the Unit including substantial changes to the academic program, the prioritisation of scholarships and the admission of students;
4. a teaching load reduction as agreed

## **APPOINTMENT**

Chairs of Units are appointed for three years by the Dean following a transparent dialogue and open consultation with senior staff and academic staff of the Unit. That process ordinarily commences six months before the appointment of a new Chair.

In arriving at a decision, the Dean will have consideration to a broad range of matters including:

- the unit's size and complexity, artistic, educational and management needs, and the broader needs of the Conservatorium;
- the records and potential of staff under consideration; and
- the views of the members of the unit.

The Chair of Unit also undertakes to discuss the role of the Chair on a regular basis in Unit meetings in order to actively promote renewal and the appropriate distribution of leadership responsibilities to all full-time academics in the Unit over time.

## **IMPLEMENTATION**

The existing Chair appointments will be open for review during 2010.