

# **BUBT**

**BANGLADESH UNIVERSITY OF BUSINESS AND  
TECHNOLOGY**



## **JOB RESPONSIBILITIES OF DEAN, CHAIRMAN AND PROGRAM COORDINATOR**

# **Powers and Functions of Faculty Deans, Department Chairmen and Department Program Coordinators**

## **Introduction:**

For the purpose of developing a vibrant organizational culture characterized by promoting the levels of andragogy, enhancing research and encouraging other academic activities, BUBT Faculty Deans, department Chairmen and program coordinators have significant responsibilities to carry out fruitfully. They are stated in the following sections.

## **Definitions:**

1. “BUBT” means Bangladesh University of Business and Technology.
2. “Chairperson, BoT” means the chairperson of the board of trustees of BUBT.
3. “BoT” means the Board of Trustees constituted under the Statutes of BUBT.
4. “Syndicate” means the Syndicate constituted under the Statutes of BUBT.
5. “Academic Council” means the Academic Council constituted under the Statutes of BUBT.
6. “Statutes” means the Statutes of BUBT for the time being in force;
7. “Vice-Chancellor” means Vice-Chancellor of BUBT.
8. “Pro-Vice-Chancellor” means the Pro-Vice Chancellor of BUBT.
9. “Treasurer” means Treasurer of BUBT.
10. “Registrar” means Registrar of BUBT.
11. “Dean” means Dean of a faculty of BUBT.
12. “Chairperson” means Chairman of a department of BUBT.
13. “Program Coordinator” means Coordinator of a departmental program of BUBT.

## **Dean of the Faculty:**

**Dean’s Position:** The Dean of the faculty, according to the Private University Act, 2010, is categorized as an authority next to the Vice-Chancellor, Pro-Vice Chancellor and Treasurer of the university, which is regarded as the highest academic position of the university.

**Dean’s Appointment:** The Dean of the faculty shall be appointed for a period of two years by the Vice-chancellor and he/she will be in the rank of a Professor/Associate Professor. However, if authority feels his appointment may further be extended.

- (a) **Composition of Faculty:** The faculty shall comprise either a single department (as the case of Law Faculty) or a number of departments.
- (b) **Faculty Committee:** The faculty committee shall consist of the following members:
  - (i) Respective Dean - convener,
  - (ii) All professors and Associate professors of the department/departments under the faculty- members,
  - (iii) Three faculty members in the rank of assistant professor & lecturer to be nominated by the syndicate of BUBT- members, and
  - (iv) One representative nominated by the Board of Trustees of BUBT-member.

- (v) The Dean shall choose the member secretary from any of the faculty member serving under him.

#### **Duties & Responsibilities of Faculty Committee:**

- (a) FC will monitor the administrative and academic activities of each program under the faculty.
- (b) FC will monitor research work within the faculty
- (c) FC will monitor the CQI (Continuous Quality Improvement) achievement in an academic year.
- (d) FC will arrange meeting in every three months.
- (e) FC will recommend & forward departmental requirements to the higher authority.

#### **Powers and Functions of Dean:**

Committed to the academic life of the Faculty and to excellence, equity, diversity and inclusion, Dean of a Faculty will play a major role in the achievement of goals and objectives of BUBT. S/he will be expected to carry on the following academic and strategic responsibilities with the other internal and external duties.

##### **Academic:**

- (a) Dean will adopt and ensure the proper teaching methodology, beneficial, congenial and achievable for the students in the respective faculty. The Dean will call at least two meetings in a semester, preferably at the beginning and end of each semester with the concerned faculty members for transforming the adopted methods of teaching & learning into a practice.
- (b) Dean will maintain high standards of teaching, methods of evaluating teaching effectiveness and grading practices under the faculty.
- (c) Dean will help to develop course curriculum, the initiation and development of new departments and undergraduate and graduate programs under him/her in line with the university's overall objectives.
- (d) Dean will provide overall academic leadership within the faculty and coordinate Faculty's academic and strategic activities.
- (e) The Dean shall create academic program within the faculty and coordinate the assessment and development of these programs satisfactorily.
- (f) Dean will maintain effective communication between students, teachers and chairpersons within the faculty.
- (g) Dean will foster and encourage research activities within the faculty.
- (h) Dean will ensure the standard of question papers in conjunction with moderation committee before mid and final examinations and also ensure fair evaluation of the answer scripts.
- (i) Dean will coordinate the assessment and development of academic programs within the faculty.

**Strategic:**

- (a) The Dean's position is highly responsible requiring full-time attention in maintaining close contact with faculties, officers and staff during his tenure.
- (b) Dean will be the principal executive and academic officer of the concerned faculty and will maintain that the provisions of the Private University Act, 2010, the Statutes, the Regulations and the Rules are faithfully and sincerely observed in his faculty in order to promote teaching, research, publication, administration and the general efficiency and good order of the university. He will have all the powers necessary for this purpose including administrative control over all teachers and staffs of the faculty.
- (c) Dean will preside the faculty meetings in accordance with the powers and duties mentioned in the university act.
- (d) Dean will play an active role in seeking resources for achieving the faculty's strategic goals.
- (e) S/he will have overall budgetary authority, accountability and responsibility for all budgets allocated in the faculty.
- (f) The Dean shall develop a budget of the faculty and shall be responsible for ensuring that the budget is used in conformity with the general objectives for which the budget was developed.
- (g) Dean will approve all expenditures provided in the approved budget, and re-appropriate funds if necessary and forward these to the higher authorities for final approval.
- (h) The Dean shall propose for the creation of posts necessary for the smooth running of the faculty.
- (i) Dean will assign the responsibilities of teachers, officers and other employees of the respective faculty.

**External:**

- (a) The Dean shall work as the spokesman of the faculty. S/he will also represent the university nationally and internationally through his/her knowledge, wisdom and personality.
- (b) Dean will take initiatives to establish academic link program between BUBT and other renowned universities of the world.

**Others:**

- (a) Dean will exercise and perform powers and functions which may be prescribed by the Government, Board of Trustees or any other competent authorities.
- (b) The Dean may, in emergency take such action as s/he may consider necessary and will, as soon as possible, report his/her action for approval to the Pro-VC/Vice-chancellor.

## **Chairman of the Department:**

**Chairman's Appointment:** The Chairman of the department shall be appointed for a period of two years by the Vice-chancellor and he/she will be in the rank of a Professor/Associate Professor/Assistant Professor. However, if authority feels his appointment may further be extended.

**Chairman's Position:** Chairman is the administrative head of the department. He/she is the primary spokesperson for the department, faculty members, staffs, and students. The BUBT administration relies to a great extent on departmental chairman to implement and carryout departmental policy, vision-mission of the department, and other related activities of the department. Besides, the university administration seeks positive contribution from the chairman to implement university policies and achieve mission-vision of the university. Chairmen represent the central administration to department members; at the same time, uphold the needs of the department to the administration. Consequently, Department chairman is the essential link between the administration and the department.

Chairmen of the departments are the principal executive and academic officer of the concerned department and will ensure that the provisions of the Act 2010, the statutes, the rules and regulations are faithfully observed in order to promote teaching, research, and publication. S/he exercises and performs such other powers and functions as may be prescribed by the government, BoT or any other competent authorities. S/he has all the powers necessary for this purpose including administrative control over all faculty members, officers and staffs under the umbrella of his/her concerned department. The important functions of the chairmen of departments are as follows:

- (a) **Teaching:** A department chairman shall teach regular courses in his/her department. But course load shall be reduced by 1 (one) course or 3 (three) contact hours from the normal course load of his/her designated post. For example, the usual teaching load of an Assistant Professor is 4 (four) courses or 12 (twelve) contact hours, when s/he becomes the chairman of the department, his/her teaching load will be reduced to 3 (three) courses or 9 (nine) contact hours.
- (b) **Course and curriculum:** The department chairman will conduct the academic activities according to the syllabus and course curricula approved by the related acts and policies of the UGC. S/he will ensure that the courses are taught appropriately by the course teachers. For this purpose, s/he will collect course outline, laboratory experiment sheets (if any), and question papers of class tests, midterm and final examinations from the faculty members and will keep in the course file through department coordination office.

Department chairman facilitates departmental course curriculum revisions and implementation of the changes in the curriculum if any. In this regard, department chairman shall form a curriculum committee in his/her department. This committee will review the curriculum of the department continuously and sit in a meeting in every semester to discuss whether any change is required in the curriculum. The committee comprises of the members as follows:

- (i) Department chairman- convener of the committee
- (ii) All Faculty Members in the rank of Associate Professor & above- members of the committee
- (iii) External Expert- at least two professors from any public/private university

- (iv) **Member Secretary-** program coordinator of the department

Department chairman also facilitates the upgradation of the catalog/flyer/web sites/policies.

- (c) **Class schedule:** Department chairman facilitates the distribution of course materials and human resources by developing class schedules and teaching assignments.

Department chairman forwards information to the administration about faculty members, officers as well as other staffs, similarly the administration will also share information with the chairman for any related departmental activities.

Department chairman shall guide/direct his Department Program Coordinator to prepare the course offerings of the semester, load distribution of the both full-time and part-time faculty members, arrange class schedule for different batches of the students, split the students into different sections if number of students increase in the class by the maximum limit of the class size. Load distribution of faculty members shall be approved in the Departmental Academic Committee meeting.

- (d) **Student advising:** Department chairman shall deal with students' problems as per BUBT rules. If needed, s/he may seek help from Proctor, Head of Library, Head of Accounts, Medical Officer, Controller of Examinations, Registrar, Dean, Treasurer, Pro-VC and VC.

Department chairman will ensure implementation of student grievance policy as per grievance policy of the university.

Department chairman will assign one adviser per 40 students. S/he will prepare the guidelines for the advisers, monitor its practices and prepare the procedures for course advising and registration. Department coordination officer and other staffs will also be involved in the advising process as per direction of the department chairman.

- (e) **Examination:** Department chairman shall form an examination committee consisting of at least four faculty members of the department and its convener will be the department program coordinator. This committee will collect information from the students to prepare the midterm and final examination routines in coordination with the office of the controller of examination. The routine shall be posted to the notice boards and shall be circulated to the offices of the controller of examination, Registrar, Dean, Treasurer, Pro-VC and VC by Controller Examination Office. The examination committee will collect the question papers from the course teachers and moderate them through moderation committee. The committee will work jointly with the controller of examination office for printing and photocopying of the question papers; and then submit them to the same office after sealing the envelop. This committee will take all initiatives for conducting smooth and successful holding of examination.

The examination committee will follow the set examination rules and regulations of BUBT.

- (f) **Faculty Member Development:** Department chairman will identify the requirements of the teachers, types and categories of the teachers to be recruited and pass such information to the registrar's office.

Department chairman shall make a Faculty Check List and shall ensure that the Faculty Members are following it properly.

Department chairman fosters an environment in which faculty development is encouraged and supported to achieve the goals and objectives of the department and the University in the light of transforming BUBT into a center of excellence for teaching and learning,

research and human resource development. For achieving excellence in teaching and learning and fostering research activities, the chairman of the department will closely work with IQAC office of BUBT.

Department chairman will evaluate faculty performance following the university's faculty and staff evaluation guidelines and procedures.

Department chairman will deal with the problems of the faculty members and officers and other staffs. If needed, s/he may take help from Proctor, Head of Library, Head of Accounts, Medical Officer, Controller of Examinations, Registrar, Dean, Treasurer, Pro-VC and VC.

- (g) **Research and Publication:** Department chairman shall encourage the faculty members to conduct research. S/he will form the research groups in his/her department. Final year students who undertake the thesis will be included in the research groups. In every two (2) weeks, research meetings should be held with the research groups and research students. From the research outputs, there shall be at least one research publications either in the journal or in a conference in a year.
- (h) **Co-curricular and Extra-Curricular Activities:** Department chairman shall organize extra-curricular activities on a regular basis. To promote this activity each department shall open up a departmental club. This club will organize seminar, workshop, short course, competition, project fair etc. The club shall be run by the departmental teachers and there shall be a student body of the club. Department chairman shall monitor the activities of the club.
- (i) **Grading:** Department chairman shall sit with the faculty members and prepare guidelines for awarding grades to the students. The UGC guidelines on grading policy (Memo No: 6435, Dated: 04.09.2012) shall be followed.
- (j) **Management:** Department chairman shall direct faculties, officers and other employees for dealing the activities related to teaching, research, examination, administration and others for the development of the department. For smooth academic and administrative management of the department, chairman of the department may form various committees as follows:
  - a) Academic Committee
  - b) Course Equivalence Committee
  - c) Examination Committee
  - d) Quality Assurance Committee
  - e) Research Group
  - f) Co-curriculum & extra-curricular Committee
  - g) Student Advisers Committee

Faculty members of the department are entitled to serve in the committees as a part of their services to the department and hence to the university.

Department chairman coordinates the work of these departmental committees and also serves to the other committees of the university. S/he shall prepare the duties and responsibilities of each of these committees and ensure that these committees are working smoothly.

Department chairman implements and monitors the compliance of the university in the department, departmental personnel rules and procedures and general academic policies.

Department chairman may change the departmental policies and procedures in accordance with the university rules and regulations with proper approval from higher authority.

Department chairman has the discretion to make exceptions to department policy for the students. For example, department chairman can approve course substitutions, accept transfer credit, and waive program requirements for the individual students.

Department chairman works to maintain cordial environment among faculty members, students, and other university staff.

Department chairman helps to mediate conflicts informally between departmental faculty members, officer, staff and students.

Department chairman manages student grade appeal/complaints.

Department chairman, in case of emergency which in his opinion requires immediate action, may take such action and thereafter, will report his action for approval to the VC through the Dean of the respective faculty.

For smooth administrative management, the department chairman will be given a department coordination officer. They will help the chairman to run the department smoothly. Department coordination officer will help the chairman to monitor the classes taken by the faculty members, serve notices, organize events in the department, notify students about the changes in the schedules and notify teachers about the meetings. However, s/he will be accountable to the chairman for his/her works.

Department chairman is responsible for running the administrative activities and allocating departmental resources properly. S/he will ensure effective use of clerical services, proper space allocations and adequate supplies of office stationeries. However, the chairman may delegate such responsibilities to any faculty member if it is necessary.

- (k) Library:** Department chairman shall form library committee in his/her department and this committee will recommend books for the library. The book list shall be checked by the department chairman and forwarded to the registrar after signing it.
- (l) Event management:** Department chairman shall initiate to arrange at least two events in a semester with the permission of the competent authority. In this regard, one or more than one committee may be formed to ensure smooth and successful arrangement of the event.
- (m) Laboratory:** Department chairman shall form a committee in the department for laboratory development. S/he shall take the leading role in improving the laboratories under his/her department. S/he shall also take initiatives to improve or upgrade the laboratories under his/her department from time to time.

Department chairman shall appoint laboratory-in-charge for each laboratory from the faculty members, and they will monitor proper conduct of the laboratory classes.



(n) **Quality Assurance:** Department chairman shall form few committees to ensure the quality of teaching, research and laboratory work and other extra-curricular activities.

(o) **Annual Budget for the department:** Department chairman shall prepare an initial annual budget as per format supplied by the director of finance and accounts and will submit it to the same office every year.

Department chairman facilitates the long-term development of the department within the context of the university vision mission, and goals using the approved budget.

Department chairman shall prepare an annual operational plan of his/her department complying with the annual budget and take various initiatives to implement it.

(p) **Monthly Activity:** Department chairman shall submit monthly activity report as per format supplied by the VC/Registrar's office and submit it to the same office within 10<sup>th</sup> of each month.

### **Duties & Responsibilities of the Program Coordinator:**

**BUBT authority plans to provide a program** coordinator for the administrative and academic assistance of the chairman of a department. The chairman will propose the name of a faculty member as program coordinator and forward it to VC through respective Dean, Registrar and Pro-VC for administrative approval.

The job description of the program coordinator (as given below) will help to complete their responsibilities more specifically and conveniently. The job description will also ensure their effective management capacity and better accountability.

### **Duties and Responsibilities of Program Coordinators:**

The responsibilities and functions of the program coordinator are given below:

- (a) The general responsibility of the program coordinator is to assist the department chairman and follow his/her guidance. The department chairman will assign the program coordinator for different activities and responsibilities as and when it is necessary.
- (b) The Program Coordinator will officially be responsible to the department chairman and higher authority.
- (c) The Program Coordinator will offer the courses of upcoming semester with the consultation of the department chairman.
- (d) The Program Coordinator will assist the chairman for the course load distribution of both full-time and part-time faculty members. This has to be approved by the department academic committee.
- (e) The Program Coordinator will prepare the class schedule for every semester with the consultation of the department chairman.
- (f) The Program Coordinator will prepare different notices as instructed by the department chairman.

- (g) The Program Coordinator will be the member secretary of the departmental meeting and prepare the meeting minutes and submit it to the department chairman.
- (h) The Program Coordinator will also be the member secretary of the department credit equivalence committee.
- (i) The Program Coordinator will actively work for course curriculum development and help the department chairman.
- (j) The Program Coordinator will organize extra-curricular events as instructed by the department chairman.
- (k) The Program Coordinator will prepare the examination schedules, invigilation duty schedule of the faculty members in consultation with the Controller Examination Office, maintain deadlines for submitting question papers and grade sheets and submit it to the department chairman. S/he will also distribute the question papers and answer scripts and other materials to the invigilators with the help of the controller of examinations office.
- (l) The Program Coordinator will support the department chairman in different events organized by the department.
- (m) The Program Coordinator will prepare the list of logistics support required for the department, taking information from various laboratory-in-charges, coordination officers, and faculty members and submit it to the department chairman.
- (n) The Program Coordinator will prepare the departmental monthly report and submit it to the department chairperson for sending it to the registrar/Dean/Pro-VC/VC's office.
- (o) The Program Coordinator will prepare the student advising list upon consultation with the department chairman during course registration.

### **Duties and Responsibilities of a Faculty Member as per Article 6 of BUBT Service Rules:**

- (a) A faculty member will have to be present in normal working hours as decided by the authority.
- (b) A faculty member may be assigned duties at any time between 8:00 AM and 9:00 PM. S/he may also be assigned any administrative duty at any time.
- (c) A faculty member shall be responsible to teach courses assigned to him according to course outlines approved by the Dean/chairman of the respective faculty/department. S/he will evaluate the students on the basis of class assignments, tutorials, quizzes, midterm and final exam, and finally submit the grades through the Dean/Chairman of the department to the Controller Examination Office within the scheduled time of the semester for finalization of the result.
- (d) A faculty member shall apply modern teaching techniques, and use teaching aids, e.g. overhead projector and multimedia, for effective teaching.
- (e) A faculty shall make himself available in the university before and after the classes for personal guidance and counseling to the students.
- (f) S/he will cooperate with the university administration in conducting different examinations and other academic and extra-curricular activities.

- (g) S/he will assist the university administration in maintaining discipline and all other rules and regulations of the University.
- (h) A faculty member is also required to engage himself in research work and higher studies.
- (i) A regular faculty member will not engage himself in any other job outside without the prior permission of the university authority.
- (j) A faculty member may be required to perform additional duty in the interest of the university and the students as and when assigned to him.