

Mastership – Job Description

January, 2010

1. General Qualifications

Candidates for Mastership are normally tenured faculty members of the University who are capable of providing academic leadership and competent administrative guidance to the College community.

2. Appointment and Reporting

The terms of appointment of a Master are as follows:

- a. A Master is appointed by the President upon recommendation from the Dean and Vice-President Students, with the concurrence of the Vice-President Academic and Provost, based on the search committee's report. The appointment letter is issued by the Dean.
- b. The terms of a Master's appointment are:
 - i An appointment length which is normally 5 years;
 - ii An annual academic administrative stipend as determined by Appendix P of the YUFA Collective Agreement;
 - iii Course release as determined by Appendix P of the YUFA Collective Agreement;
 - iv A sabbatical top-up which is administered as following:
 1. Sabbatical credits continue to accrue during the term as Master and, upon completion of a 5 year term, the Master receives an additional 1 year of credit towards a sabbatical in recognition of her/his administrative service, without prejudice to previous sabbatical accruals. Upon completion of a 5 year term of service, the Master's sabbatical is subject to a top-up to 100% base salary.
 2. A Master who completes a term of service of less than 5 years receives the salary top-up pro-rated to the length of her/his appointment, but does not receive the additional year of sabbatical credit;
 - v A Master may not normally take sabbatical leave during her/his term of office, but if appointed for a second term, may take a sabbatical between terms;
 - vi A Master remains a member of the YUFA bargaining unit, and her/his conditions of employment and responsibilities are determined both by this administrative protocol and by the collective agreement.
- c. A Master reports to the Dean of the Faculty as determined by the Vice-President Academic and Provost. This is normally the Dean of the Faculty with whom the College is most closely academically aligned, and in which budgetary responsibilities reside. The Master is accountable to the Dean for fulfilling the expectations of the Master's Job Description.

3. General Authority and Duties of the Master

College community life affects students, fellows, staff and alumni in many ways. Accordingly, the Master is responsible for:

- a. Working with the Council of College Communities to develop an annual Colleges strategic plan (IRP);
- b. Developing and implementing an annual operational plan for the College, consistent with the University Academic Plan, the Faculty's UAP Implementation Plan, and the strategic plan for the Colleges, in consultation with the Dean(s), College stakeholders and Council of College Communities;
- c. Managing the administrative, programming and academic (where applicable) budgets of the College in consultation with the Faculty Executive Officer;

- d. Ensuring College activities fall within the College plan and approved budget;
- e. Leading the planning, development and implementation of the College program of academic, cultural and social activities that express the College's agreed mandate, character and thematic concerns;
- f. Providing for the College community a collegial atmosphere and a stimulating intellectual environment;
- g. Enhancing the quality of the intellectual, recreational, social, and cultural life of all members of the College community, especially students;
- h. Ensuring that College life is conducted collegially in a humane, tolerant and responsible manner, with due regard for the well-being, dignity and rights of all members of the College;
- i. Endeavouring, in conjunction with the Residence Life staff and SCLD, to enhance residence life and academic co-curricular programming for the College residence students;
- j. Acting as a local adjudicator under the Student Code of Conduct;
- k. Appointing Fellows;
- l. Liaising with the Student College Council with respect to academic co-curricular programming and other College and Student Council activities;
- m. Representing the College both within the University and externally;

4. Appointment of Fellows

The appointment of fellows proceeds as follows:

- a. Fellows are appointed by the Master, normally for a term determined by the Master, in accordance with the practice of individual Colleges, as amended from time to time, and are reported to the office of the Dean, the VPA&P and the VPS on an annual basis;
- b. College Fellows are normally drawn from the University teaching ranks but may also include:
 - i University staff;
 - ii Members of the larger community;
 - iii Graduate students;
 - iv Alumni;
 - v Any person of distinction who may bring lustre to the College;
 - vi Others who are assisting the College.

5. Administrative and Academic Relationships

The existence of affiliation agreements between the Colleges and the Faculties requires special attention to the special relationships implied in those agreements. The following general relationships and roles will apply:

- a. The Dean will ensure that the Faculties and Colleges work together effectively and efficiently in order to advance their shared interests;
- b. The Master, in particular, is mandated:
 - i To pursue the agreed mandate of the College through the provision of programs which express its character and address its thematic concerns;
 - ii To contribute to the priorities planning exercise at the Faculty level in order to advance the University Academic Plan;
 - iii To work with the Dean, and the Associate Vice-President Academic Learning Initiatives, to promote student engagement;
 - iv To work closely with the Dean and heads of the academic units and programs with which the College is affiliated;
 - a. Plan appropriate co-curricular activities for students in programs affiliated with the College;
 - b. Plan appropriate ways to celebrate academic achievement and graduation of students;
 - c. Plan effective academic and program orientation sessions for new students in the College, collaborating with the Faculty, programs, relevant student organizations, SCLD and other university offices as appropriate;

- v To work with the Dean to ensure an effective academic advising program is in place in the College. The Master recommends to the Dean the appointment and, as appropriate, re-appointment of the Academic Advisor.
 - vi To work with the human resources team of the Faculty with which the College is most closely academically aligned to appoint administrative staff in the college, and to allocate workload of administrative staff in the college, keeping within Faculty guidelines and policies, and relevant collective agreements, as operationalized under the management authority of the Office of the Dean;
- c. University space is controlled by the President/Vice-Presidents (PVP) through the relevant Offices of the Vice-Presidents.:
- i With regard to College academic space, the responsibilities of the Master are delegated by the Dean and normally include:
 1. Key control for the Senior Common Room and the Office of the Master,
 2. Additional access control responsibilities may be delegated to the Master by the Dean,
 3. To provide advice to the relevant Dean whose Faculty has office space in the College building on the assignment of faculty offices and placement of associated support staff;
 - ii With regard to College student space, there is shared recognition that student spaces need to be preserved. Student spaces, which include junior common rooms and student club offices, are the responsibility of the Office of the Vice-President Students. The responsibilities of the Master are delegated by the Vice-President Students, and normally include:
 1. Allocation and access control of student club offices in consultation with the College Council and agreement of the office of Student Community and Leadership Development and the Vice-President Students,
 2. Access control and scheduling of student space, such as the Junior Common Room, in consultation/coordination with the College Council, and the agreement of the office of Student Community and Leadership Development and the Vice President Students,
 3. Local booking agent for student spaces, ensuring that the 'Temporary Use of University Space' policy is strictly adhered to for all event and space bookings.
- d. Co-curricular and extra-curricular programming may originate from many sources including Colleges, student organizations or governments, Faculties and departments; however, the Colleges are provided with an administrative budget, and with a special Colleges programming budget, to support such programs within the College. The Master is responsible for:
- i Providing directly through the College, and in co-operation with others, extra-curricular and co-curricular academic programs which express the mandate of the College, and are attractive and of high quality;
 - ii Complying with the requirements of the College programming budget in consultation with the Dean, Vice-President Students and ancillary fee expenditure guidelines.
- e. The Master is mandated to administer College Bursaries and Scholarships in cooperation with Student Financial Services, the Office of the Vice-President Students and the York University Foundation.