



Office of the Dean • Faculty of Social Science

May 21, 2008

Job Evaluation Appeals Committee
c/o Human Resources
SLB

Dear Committee Members:

I understand that the job description of Myriam Delgado is before you. I would like to point out that the job description of the incumbent is similar in nature, accountability and scope to a similar position your committee recently evaluated as an SG 10 when Mrs. Jan Brown was in the position in the Political Science Department.

Yours sincerely,

Linda Brock
Administrative Officer
Office of the Dean
Faculty of Social Science

:lb



Wednesday, May 21, 2008

TO: UWOSA Job Evaluation Appeals Committee

Ladies and Gentlemen:

Please take this as a response to the appeal launched by Myriam Delgado relating to her job evaluation as a SG 10 Undergraduate Program Advisor in the Department of History (signed March 2008).

- The role of Undergraduate Program Advisor is to assist the Chair and Undergraduate Chair with the consistent administration of the Undergraduate curriculum. The role has limited input into the governance of the curriculum (managed through the Curriculum Committee)
- The advisor role is limited to providing students with the correct interpretation of published Departmental/Faculty and University policies and procedures that relate to the Undergraduate History program. This is dispersion of information and does not approach higher level and/or more complex decisions relating to student experiences (ie. Appeals, permissions, etc). Decisions to deviate from published policies are not within the authority of this position and are made at the level of the Undergraduate Chair or Chair level (or by Social Science Student Counseling)
- The role has been delegated signing authority for certain processes (special permissions, adjudication forms, etc) however, forms are completed following published requirements and in consultation with the Chair or Undergraduate Chair.
- The role recommends recipients of awards to students in the program. Final approval of the award recipients rests with the Undergraduate Chair and/or Chair.
- The Undergraduate Program Advisor's role in the Department of History is supportive in nature to the program. The position operates within very narrow decision making parameters. These parameters fall within published guidelines only. This allows for little authority without direct guidance from the Undergraduate Chair, Chair or others.
- The role is an integral part of the team function within the Department and is expected to provide support to other areas of the Department, including main office reception as requested by the Administrative Officer. This position has no direct reports.

Faculty of Social Science • *The University of Western Ontario*
Department of History

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- This role functions at a similar administrative level to other SG 10 academic positions that I have worked with in other Faculties across campus

If further clarification of how this role is situated within the structure of the Department and/or Faculty is required, please feel free to contact me directly.

Kind regards,



Brenda Hutcheson
Administrative Officer
Department of History
Faculty of Social Science
The University of Western Ontario
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EMAIL: blhutche@uwo.ca

C: Linda Brock, Dean's Office, SSC
Ben Forster, Chair, Department of History

UWOSA JOB EVALUATION RECORDING FORM

Office Support Plan

(APPEAL)

Dept: Department of History
Dept. Num. 220400
Incumbent: Myriam Delgado
Citte Mem.Present: UWOSA: K. Foullong, J. Millette
 ADMIN: J. Asuncion, V. Smith

Job Title: Undergraduate Affairs Asst

Eval. Date: June 25, 2008

I	FACTOR	COMMENTS	SUB FACT	DEGREE	PTS	Profile		
						-	=	+
I	Job Knowledge	Some university courses	Educ	3				
			Exper.		E	85		
II	Initiative	Uses standards set by Faculty to advise students		4	55			
III	Complexity/Judgement	Varied - counselling of students based on policies		4	35			
IV	Contacts	Regular contact with public, students, faculty		3	45			
V	Errors	Awkward, usually disruption to sstudent's schedule		3	45			
VI	Supervision of Others	No direct supervision of others	Char.	1				
			Scope	Any	5			
VII	Effort/Demands	Moderate - attention to data entry, listening to students		2	30			
VIII	Physical Environment	Agreeable office conditions		1	10			

CLASSIFICATION ASSIGNED

Total Pts: 310

Group: _____ Administrative Assistant

Level: _____ Salary Grade 10

Co-Chair Signatures: UWOSA: Jan Millette

ADMIN: Valerie Smith

- is liaison for the Department with the Registrar's Office for exams. Ensures that examinations are properly scheduled and arranges to exams to be proctored according to Senate regulations
- is liaison for the Department with IPB for course and instructor evaluations. Arranges with TAs and Faculty for the scheduling of teaching evaluations for all terms. Submits completed evaluations to IPB
- provides information and projections for the Chair regarding enrolment numbers, grades, etc.
- works with the Chair to produce the teaching schedule for all terms. Works with the Registrar's Office to ensure that academic timetable is completed accurately per Department academic offerings.
- approves the adjudication forms for continuing and graduating students. Prepares reports on behalf of the Chair for submission to the Dean's office. Prepares nominations for awards and scholarships for approval of the Department Chair. Ensures that appropriate recognition awards are purchased for specifically listed awards.
- is liaison with the Registrar's Office and Dean's Office for grade submissions and grade breakdowns. Is the resource person for the Marks Management System, and Who Teaches What program and may be required to submit the grades to the Registrar on behalf of some faculty. May be asked to distribute interim grades to students electronically using Marks Management. Ensure appropriate grade adjudication under the consideration of FIPPA regulations
- monitors Senate regulations for those that may impact on the undergraduate program. Keeps the Department Administrative team informed of any pertinent changes that impact on our program
- attends and participates in the Curriculum Committee meetings of the Department. Acts as committee support person in consultation with the Undergraduate Chair and/or committee chair, schedules meetings, completes and distributes minutes of the Curriculum Committee
- attends, participates and is an important liaison for the Department at Undergraduate meetings held by the Dean's office
- Regularly meets with Undergraduate Chair, Department Chair and/or Administrative Officer to share on-going priorities for the program and ensure appropriate use of department resources

NO. OTHER DUTIES (less than 10%)

The incumbent acts as a team member in the Department of History. May be asked to complete other tasks that relate to the successful functioning of the Department's mandate not specifically related to the Undergraduate Program, including providing backup for the Main Office reception. All members of the History Department administrative staff are expected to provide administrative support to the Department faculty members as assigned. The incumbent may be asked to make changes to the Department web site. May attend UWO Open Houses or off campus recruitment events as a representative of the Department.

The incumbent may also be asked provide varied financial record keeping assistance to the Administrative Officer, including monitoring the annual Faculty Professional Allowance expenditures. As requested, the incumbent also provides assistance in the Promotion and Tenure process in the compilation of teaching dossiers for faculty going forward for P&T.

2) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING STAFF MEMBERS WHO REPORT DIRECTLY AND FORMALLY TO YOU.

Classification/Rank (eg. Clerk I)	RF/RP Pos'n No.	For CW or TM Staff-employed		Responsible for (eg. Filing records...)
		From (month)	To (month)	

NOT APPLICABLE

3) PLEASE CHECK THE SUPERVISORY DUTIES WHICH YOU PERFORM REGULARLY.

- Training and guidance for new employees [- Proctors, markers, help during peak periods] * U
- Work distribution and/or verification of results
- Performance review and salary recommendations
- Hiring and firing; please describe the degree of your involvement: _____

4. IF YOU **COMPOSE** (originate) WRITTEN MATERIAL, PLEASE COMPLETE THE FOLLOWING TABLE:

Type of Composition		Method of Composition		Brief Description of Content
X	Correspondence	<u>X</u> <u>X</u> —	Complete Composition Partial composition with general direction (verbal or written) Prescribed format	-memos, e-mails forms re student matters
X	Reports X	<u>X</u> <u>Partial</u>	Complete composition composition ... Prescribed format	- as requested by Chair or Dean's office
X	Other:	<u>—</u> <u>X</u>	Complete composition Partial composition ... Prescribed format	-display information, UWO publications

5) WHAT ARE THE **MINIMUM** SKILLS, EDUCATION, SPECIAL TRAINING AND/OR EXPERIENCE **REQUIRED** TO PERFORM SUCCESSFULLY THE DUTIES OF THIS POSITION?

A university degree in a Social Science discipline is strongly preferred, but the completion of some university courses is required. The incumbent should have experience in an administrative setting with knowledge of program policies and requirements.

The incumbent should have excellent verbal and written communication skills, an ability to work in a team environment as well as an independent environment, and ability to problem-solve, work under pressure and set priorities. Confidentiality, integrity and discretion are required, as well as great attention to detail.

The incumbent should have strong knowledge of Marks Management System and PeopleSoft Higher Education. Working knowledge Excel, WordPerfect or Word, e-mail, and an ability to navigate the internet. Front Page would be an asset.

6) PLEASE DESCRIBE THE **NATURE** AND **FREQUENCY** OF THE SUPERVISION YOU RECEIVE.

Works independently, with supervision as needed from the Administrative Officer, the Chair or the Undergraduate Chair.

7) WHAT TYPES OF PROBLEMS OR INQUIRIES ARE YOU EXPECTED TO DEAL WITH ON YOUR OWN?

On behalf of the Department, the incumbent may be expected to provide information regarding procedure for many registration problems and may provide information on appeals so should develop a sense of when to find the solution and when to direct the problem to another source. The incumbent should develop an outline of common problems and precedents.

8) WHAT TYPES OF PROBLEMS OR INQUIRIES MUST BE REFERRED TO ANOTHER SOURCE FOR SOLUTION?

Grade appeals and scholastic offences are referred to the Chair. Issues concerning general Senate policies are referred to the home Faculty Dean's Office or Academic Counselling Office. Issues relating to work completion/delegation, administration of Department resources, performance/vacation, etc are referred to the Department Administrative Officer.

9) WHAT ACTIVITIES DO YOU PLAN OR ORGANIZE? PLEASE INDICATE THE LENGTH OF TIME INVOLVED (e.g. daily planning of assigned work, monthly ...)

The incumbent routinely plans the daily schedule, but must also plan for special events such as the UWO Open House (in March and November), Intent to Register period (February) and the Add/Drop periods (September and January) and other special events that may occur. The incumbent may be required to attend to provide information to current students, prospective students and their parents.

- 10) PLEASE COMPLETE THE FOLLOWING TABLE CONCERNING YOUR **MOST IMPORTANT** CONTACTS (in person, by telephone, or in writing). PLEASE EXCLUDE CONTACTS WITH YOUR SUPERVISOR AND YOUR SUBORDINATES. INCLUDE GROUPS AS WELL AS INDIVIDUALS.

CONTACT'S TITLE (e.g. Purchasing Agents)	LOCATION (inside outside) dept dept		FREQUENCY (dly wkly mthly)	PURPOSE OF THE COMMUNICATION (e.g. to provide information concerning...)
Students	x	x	daily	General advising
Faculty	X	x	daily	Updates on students, EPC rules
Academic Counselling		x	weekly	Clarification of procedures, student updates
Administrative Officer	X		As required	Clarification of ongoing administrative priorities
Chair/Undergraduate Chair	X		As required	Discuss issues as they arise, discuss policies and procedures, seek clarification
Registrar's Office		x	as required	Liaison over student status and records, exams, graduation status, etc.
IPB		X	as required	Teaching schedule, evaluation, room reservations
Other faculties		X	as required	Discuss combined programs, etc.

THIS COMPLETED QUESTIONNAIRE IS AN ACCURATE DESCRIPTION OF THE WORK BEING PERFORMED.

Staff Member:

Present Classification


Signature

March 17, 2007
Date

Supervisor:


Signature

Mar 17-07
Date