

Approving authority	Executive Group
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Document URL	http://policies.griffith.edu.au/pdf/Position Statement - Deputy Head of School.pdf
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Description	This position statement describes the role and responsibilities of the Deputy Head of School/Department.

Related documents

[Appointment of Academic Managers](#)

[Structure and Governance of Academic Groups of the University](#)

[Performance Management of Academic Managers Policy and Procedures](#)

[\[Role\]](#) [\[Responsibilities\]](#)

1. ROLE

The primary duty of the Deputy Head of School/Department is to deputise for and support the Head of School/Department in leading the School's/Department's academic and administrative performance and external engagement. Specific responsibilities and accountabilities are determined by the Head of School/Department and are subject to the approval of the Group Pro Vice Chancellor.

2. RESPONSIBILITIES

In agreement with and under the direction of the Head of School/Department, the Deputy Head of School/Department may be responsible for leadership in any of the following areas:

- learning and teaching;
- research;
- community engagement; and
- management of staff and resources;

The Deputy Head of School/Department will meet their Head of School/Department each year to review their performance and agree on performance targets for the forthcoming year.