

SAMPLE: Personnel Responsibilities of the Executive Director

From Toronto School of Art (TSA), *Personnel Policies Manual*, April 2007

The Executive Director is responsible for ensuring that this policy is applied objectively, promptly and consistently to all employees (for this section, term employees excludes faculty). The responsibilities in personnel issues include:

- Bring forth personnel related recommendations;
- Recommend an annual salary/benefit budget;
- Develop and implement practices in accordance with these principles and policies;
- Provide recruitment, selection and hiring processes that are open, fair, consistent and confidential;
- Recommend candidates for positions to the Board of Directors for approval;
- Provide effective support, supervision and training for all employees;
- Provide job descriptions and annual performance appraisals of all members of faculty;
- Develop or obtain effective faculty training and development opportunities.