



Classification	Administrator
Original Date:	2018 2022
Pay Group:	16

ACTING DEAN, FACULTY OF ARTS & SCIENCES

NATURE & SCOPE OF WORK

Reporting to the Vice President, Academic & Provost, the Dean of the Faculty of Arts & Sciences is the chief academic and administrative office of the Faculty and is responsible for all operational and strategic decisions/communications of the Faculty including budget, academic planning and curriculum design, general operations, personnel management, strategic planning, mission fulfillment, and future development. The Dean oversees the performance of chairs, coordinators, conveners, and other direct reports, and oversees the learning outcomes and teaching accomplishments of the Faculty. As an integral member of the senior leadership group, the Dean upholds the values in the university plan and contributes to the goals and priorities of the university and academic plans. The dean serves as a member of senior leadership at the university, participating in Senate and in a wide variety of operational and governance committees and initiatives.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Oversees all operational decisions and communications concerning the Faculty and areas of functional responsibility.
- Ensures operational effectiveness and a positive and inclusive working environment in the Faculty and within areas of responsibility.
- Facilitates the development and implementation of high-quality strategies for teaching and learning process within the framework of current University policy.
- Oversees the approval of courses and programs as the academic head of the Faculty and as a member of Senate and ensures that the quality of curriculum content is consistent with the University's strategic and academic plans.
- Works with chairs, coordinators and faculty to establish, maintain, and revise curriculum; oversees the approval of all course outlines and other Senate-related processes of the Faculty (e.g., program review).
- Collaborates with the Vice President, Academic and Provost and the Vice President, Finance and Administration and other executive in the preparation of the annual operating and capital budgets, and in the allocation of the approved operating and capital funds within the Faculty.
- Leads integrated planning processes of the Faculty and undertakes collaborative and consultative approaches with other units and areas (e.g., Information Technology, Facilities).

- Oversees the approval and allocation of budgeted instructional resources, and the assignment of workloads including coordination; development; creative activity, research, scholarship as applicable; and professional development.
- Directs, approves, and monitors the disbursement of expenditures within the limits of the approved budgets.
- Furthers commitments and actions with the calls in Truth and Reconciliation Commission and Murdered and Missing Indigenous Women and Girls Inquiry (MMIWG), and utilizes the United Nations Declaration of the Rights of Indigenous Peoples in planning and actions.
- Leads and supports activities to strengthen equity, diversity, and inclusion actions aligned with university priorities.
- Actively supports, champions and facilitates creative activity, research and scholarship within the Faculty.
- Establishes and maintains positive working relationships with colleagues within the University and with counterparts at other educational institutions and other organizations external to the University.
- Oversees the articulation of courses/programs and academic agreements between the University and other appropriate institutions.
- Ensures that the instructional curriculum and instructional support services are correctly and adequately described in the University Calendar.
- Undertakes strategic and operational activities to activate within the Faculty and contribute to the university plan (Envisioning 2030) and the academic plan (Illuminating 2030)
- Grants approval, and executes the appropriate correspondence for those personnel matters, including faculty hiring and evaluation, assigned to the Faculty or areas of functional responsibility.
- Administers, in consultation with the VP People, Culture & Diversity, the faculty and staff collective agreements within a scope defined by University policy including: hiring authority; disciplining as applicable; authorizing overtime, leaves and other similar requests; representing management where required in the grievance procedure; ensuring that contractual obligations are met and that workload assignments and other conditions of employment are in accordance with the applicable collective agreements.
- Conducts search processes for new faculty, staff and administrators.
- Enables, assists, and supports coordinators, faculty, and staff in the performance of their duties.
- Facilitates a positive working environment that nurtures and encourages creativity, positive human relationships, and innovative behaviour.
- Establishes and maintains the procedures required for effective coordination and communication among the functional areas of authority, and between those areas and the other functional areas of the University.

- Collaborates with other University Deans regarding strategic and operational topics that cross Faculties, such as managing shared resources and creating consistency of process and decision-making criteria.
- Prepares, for internal University use and for external agencies, statistical and analytical reports, supporting documentation, related correspondence, and other advice with respect to matters within their authority.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Demonstrated ability to develop and facilitate processes for community-connected activities including work-integrated learning and employer/industry partnerships.
- Subject matter expertise within one or more of the Faculty's disciplines or fields.
- A track record of scholarship, research, and/or creative activity, and the promotion of same within a teaching university context.
- Demonstrated ability to work with Indigenous communities and students, and a demonstrated record of taking action to further the Indigenization of curriculum and the integration of decolonizing practices.
- Expertise in student learning outcomes, including their establishment and assessment in a post-secondary environment.
- Proven leadership skills, including the capacity to deal creatively with complex issues, to balance the competing demands/interests/requests of various constituencies, and to inspire and support faculty, students, and staff in their learning and careers.
- A demonstrated commitment to the values, goals, and mandates of a teaching and learning-focused institution.

REQUIRED TRAINING AND EXPERIENCE

- Ph.D or other relevant doctoral degree, ideally related to the programmatic areas of the Faculty.
- Mid to senior leadership and administrative experience within post-secondary and demonstrated acumen with university governance.
- Teaching experience at the post-secondary level in one of the disciplines in the Faculty or a related field.
- Experience working in and/or with industry(ies) within the programmatic areas would be an asset.