

Class No.:	Administration
Original Date:	October 11, 2023
Revision Date:	
Pay Group:	14

Associate Dean

NATURE AND SCOPE OF WORK

Capilano University is a teaching-focused university offering a wide range of programs and services that enable students to succeed in their current studies, ongoing education, chosen careers, lifelong pursuit of knowledge and in their contributions as responsible citizens in a rapidly changing and diverse global community.

Under the direction of the Dean, the Associate Dean assists, organizes and manages functions that facilitate successful working relationships with faculty, staff, university administration, and communities. The Associate Dean works with the Dean and other academic colleagues to establish and implement new initiatives with commitment to excellence in teaching and learning, scholarly activity and student success. The Associate Dean must have thorough knowledge of faculty programs, an understanding of university governance, as well as experience working in the unionized environment.

ILLUSTRATIVE EXAMPLES OF DUTIES

OPERATIONAL ADMINISTRATION

- Ensure the operational effectiveness and a positive working environment for all units within the faculty.
- Manage assigned support staff within the portfolio OR assists the dean with personnel matters within the portfolio, such as conducting performance evaluations. Administer collective agreements, policies, procedures and processes relating to faculty and staff, in consultation with the Human Resources Department, as applicable.
- Represent management in grievance processes.
- Support the work of the Chairs, Coordinators, Conveners, and staff in the performance of their duties.
- Establish and maintain the procedures required for effective coordination and communication among the functional areas of the faculty, and between those areas and the other functional areas of the University.

- Chair or sit on selection committees for staff and faculty, as per applicable processes including university committees.
- Serve as the Acting Dean as required at the request of the dean, or the Vice president academic & provost.

STRATEGIC ADMINISTRATION

Provides support to the dean with:

- integrated planning processes within the faculty aligned with university approaches and methodology, fostering staff and faculty participation and engagement, as directed by the Dean.
- institution- specific initiatives, such as integrated planning, enrolment planning and others.
- long-term planning to ensure that Faculty and University objectives are met.
- program development, review, and assessment consistent with the Academic plan as requested by the dean.

ACADEMIC

- Working with Faculty Chairs, provide oversight of curriculum development, educational plans and academic program quality and delivery.
- Articulate courses between the University other appropriate institutions.
- Oversee the approval of courses and programs, ensuring that curriculum quality is consistent with the University's strategic and academic plans.
- Work with coordinators and faculty to establish, maintain and revise curriculum, including oversight of processes that ensure academic quality, such as, program review and annual assessment of student learning outcomes.
- Oversee accreditation and review processes in coordination and collaboration with respective programs/Schools.

STUDENTS

- Initiates new strategies for student engagement as well as supporting student success by working with students, staff and faculty.
- Provides decanal responses to academic issues relating to students and grade appeals.
- Monitors and supports student recruitment, progression, and completion.

CREATIVE ACTIVITY, SCHOLARSHIP AND RESEARCH

- Work with the Office of Creative Activity, Research and Scholarship to support the development and oversight of applied research and scholarly activity as well as seeks government grants.

BUDGET

- Support the dean in overseeing the annual budget development and monitoring, in .
- Direct, approve and monitor the disbursement of expenditures within the limits of approved budgets.
- Prepare annual enrolment plans, operating and capital budgets and the allocation of approved operating and capital funds within the Faculty.
- Seeks approval and allocation of budgeted instructional resources.
- Initiate and provide support for viable cost recovery and revenue generation activities for the Faculty.

OTHER

- Represent the Faculty or Dean at external committees, boards and conferences, as directed.
- Participate in the administration of cost recoverable activities.
- Oversee project operations within the Faculty.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

The following skills will be crucial to the success of the Associate Dean:

- Experience with post-secondary objectives, operations, and outcomes.
- Knowledge of administrative organizational models and processes.
- Knowledge of responsible budgetary processes, including the development and administration of budgets in a public institution
- Experience with employee management procedures, including collective agreement administration.
- Ability to interact with a variety of people in a thoughtful and self-aware manner.
- Ability to gain respect of the faculty, staff, members of senior leadership and Executive, government officials, and those in leadership roles in communities external to the university.
- Ability to lead strategic operational change management.

- Demonstrated valuing of equity, diversity, and inclusion principles and approaches.
- Ability to communicate accurately and effectively to a wide variety of audiences and constituencies.
- Dedication to meaningful collaboration, pro-active communication, and consultation, as well as outcomes-focused teaching and evidence-based approaches to foster learning are also required.
- Experience and expertise in student learning outcomes, including their establishment and assessment in a post-secondary environment.
- Experience and expertise in evidence-based practice and institutional accountability at the post-secondary level.
- Commitment to high quality student learning experiences and actions that support student success in post-secondary education.
- Commitment to high quality teaching and the ongoing improvement of pedagogical practice through inquiry and innovation.

REQUIRED TRAINING AND EXPERIENCE

- A Masters or other relevant advanced degree, Doctorate preferred, in an appropriate field of expertise considering the Faculty programmatic foci..
- A minimum of five years of a combination of post-secondary teaching and administrative experience.
- Demonstrated acumen with university governance.
- Consideration will be given to candidates with equivalent combinations of education and experience.