

Class No.:	Administration
Original Date:	13 May 2019
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Pay Grade	13

Director of Academic Planning and Quality Assurance

NATURE AND SCOPE OF WORK

Reporting to the Associate Vice President, Academic and Vice Provost, the Director of Academic Planning and Quality Assurance supports university-wide academic planning processes and projects. The Director also undertakes strategic initiatives that support the development and/or renewal of curriculum and academic quality assurance requirements and processes in support of Capilano University's academic and strategic goals. This role requires extensive knowledge of academic and post-secondary practices. The Director plays a fundamental role in developing, enhancing, and sustaining the University's collaborative approach to academic quality assurance processes and associated academic initiatives.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Acts as the University's primary contact with the Degree Quality Assessment Board
- Provides leadership and guidance on university academic planning and quality assurance initiatives and requirements relative to the following: academic programs of study; academic structures, models, policy and governance; academic program and unit review and change; and internal and external quality assurance processes and requirements
- Supports academic innovation and continuous improvement in alignment with internal and external academic quality assurance and program/degree standards and criteria requirements
- Leads specific projects and initiatives to further the academic plan, often with a pan-University focus at the direction of the Provost's office
- Provides proactive advice and guidance to senior leaders to support high-quality programming and the sustainable positioning of academic activities.
- Represents the University on academic initiatives or task forces as directed by the Provost's Office internally and at the provincial, national, or international levels.
- Tracks regional, provincial, national, and global trends in higher education.
- Collaborates and partners with other University leads and units, including teaching and learning, institutional research, digital technology services, and finance, in support of academic planning, review, and development processes and associated quality assurance requirements.
- Participates in a range of university committees, and acts as a designate or delegate on behalf of the Provost's Office as requested.

- Prepares and oversees annual results-based planning, operational plans, and budget reports; Develops and manages budgets in concert with the expectations of senior leaders

REQUIRED EDUCATION & EXPERIENCE

- Completion of a master's degree required; doctoral degree preferred
- A minimum of five (5) years of related academic leadership and administrative experience in a post-secondary environment as a coordinator, chair, associate director, director, dean and/or equivalent
- A minimum of ten (10) years of post-secondary teaching or combined teaching and educational development experience
- Considerable experience conducting successful highly consultative processes
- Extensive knowledge of and experience within a university context, including undergraduate and graduate program structures, standards, and expectations across the full range of diverse academic programming
- Significant knowledge, understanding, and sustained experience with governance processes at a university, including policy development and renewal
- Successful direct supervisory experience of unionized and exempt staff
- Deep familiarity with university structures and governance as well as the priorities of diverse academic units (e.g., faculties, schools, departments, etc.)

REQUIRED ATTRIBUTES

- A leader in academic quality assurance processes and in the supporting of a university's academic and institutional maturation and continuous improvement
- Excels in leading in a digital space and/or hybrid environment, including but not limited to working with the following: word processing, spreadsheets, presentations, virtual meeting platforms, etc.
- Excellent and measurable project and time management skills, including prioritizing, working under pressure of high volume and expectation, while meeting multiple project deadlines and efficiently seeing projects to completion
- Superior demonstrated ability to manage complex and long-term projects and see them to successful, timely completion
- Ability to identify and address emerging issues of high importance
- Highly developed interpersonal and written communication skills, including the ability to write clearly and concisely while employing writing styles appropriate to different audiences and formats
- Exceptional interpersonal skills to work effectively with members of the university community.
- Ability to establish credibility and work with faculty and academic leaders as well as senior leadership
- Exceptional attention to detail and accuracy
- Ability to work independently with a high-level of tact and in a highly consultative and collaborative manner

- Sensitivity to interdependencies and interconnections among distinct activities, programs, processes, policies, and procedures
- Capacity to think creatively and exercise appropriate flexibility in the application of policy, procedures, and associated sectoral norms
- Commitment to values of equity, diversity, and inclusion, as demonstrated by persistent effort, active planning, allocation of resources, and/or personal accountability
- Proven ability to synthesize and interpret accurately large bodies of complex and nuanced material
- Confidence to speak on behalf of the Provost's Office and provide advice and direction
- Demonstrated ability to empower and lead the academic planning employee group, which includes excluded, Move Up, and student employees