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DEAN, FACULTY OF FINE & APPLIED ARTS

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, in their ongoing education, in their chosen careers, in their lifelong pursuit of knowledge and in their contribution as responsible citizens in a rapidly changing and diverse global community.

Capilano University has earned an international reputation for quality teaching, programs and services. We strive to instill the knowledge, skills, motivation and attitudes that will enable our students to become independent thinkers and learners, and to contribute effectively in a rapidly changing world.

The university is well known for providing a solid academic foundation and is committed to developing new and innovative programs in response to market demand. We offer a complete range of preparatory courses, arts and sciences courses, business and management studies, creative and applied arts programs, health and human services programs, plus a range of services in support of student learning and success. Credentials awarded include bachelor degrees, associate degrees, post-baccalaureate diplomas, advanced diplomas, certificates and statements of completion.

Reporting to the Vice President Academic and Provost, the Dean of Fine and Applied Arts is responsible for the senior academic leadership of the Faculty, and is responsible for all operational decisions/communications. The Dean oversees the performance of all faculty, and other direct reports, as well as the learning outcomes and teaching accomplishments of the Faculty. As an integral member of the University's leadership group, the Dean serves in a wide variety of management, academic leadership, and governance capacities, including the Senior Leadership Council, Academic Leadership Council, Senate, and Senate sub-committees.

The Dean is a progressive academic leader, who is well-versed in university governance structures, and able to contribute to Capilano in its evolution as a robust teaching-focused university. The Dean plays a key role in building research capacity, scholarly activity, and creative output; continuing to build on Capilano's efforts to Indigenize the curriculum and decolonize practices; to promote internationalization; steward new programming/program revisions through approval and implementation; and to focus on student success through engaged pedagogies and appropriate institutional supports. The Dean also plays a key role in assisting with development efforts, and representing the Faculty when partnering with the University Relations and other stakeholders.

ILLUSTRATIVE EXAMPLES OF DUTIES

The Dean has administrative responsibility for the following University activities:

- Collaborate with the VP, Academic & Provost and others at the university in integrated planning, the preparation of the annual operating and capital budgets, and in the allocation of the approved operating funding within the component groups of the Faculty to maintain a balanced Faculty budget;
- Actively steward the approval of/changes to courses and programs with program faculty and staff through approval processes and lead new program development;
- Oversee the approval and allocation of budgeted instructional resources, and the assignment of workloads including coordination of professional development;
- Facilitate the development and implementation of strategies for teaching and learning processes within the framework of current university policy;
- Undertake and manage human resources, in consultation with Human Resources including faculty hiring and evaluation, and administration of the collective agreements in the day-to-day operations of the Faculty;
- Facilitate a positive working environment that nurtures and encourages employee engagement, creativity, positive and respectful relationships, quality improvements, and innovation;
- Collaborate with other Deans regarding topics and issues that cross Faculties, such as managing shared resources and creating consistency of process;
- Plan the activities of the Faculty, aligned with annual operating plans, long term university plans and with significant engagement with faculty and staff in the Faculty;
- Find solutions to unusual or pressing problems, and assist in the development of appropriate university policy to address these problems;
- Plan and evolve programming in the Faculty to meet future needs of regional, national and international communities, and aspiration of students and communities that also extends beyond the 'first credential'
- Serve on and/or chair various Faculty and/or University committees;
- Establish and maintain collegial working relationships with a variety of individuals, groups and communities within and external to the University;
- Represent the University at the request of the Vice President Academic and may assume the Vice President's duties in the absence of the Vice President at the request of the Vice President or the President, as appropriate.
- Be an active leader and ally to further Truth and Reconciliation, United Nations Declaration of the Rights of Indigenous Peoples (UNDRIP), indigenization, and decolonizing practices
- Lead technology-enhanced and mediated learning to extend access and opportunities for leaners and learning;
- Champion evidence-informed teaching and learning approaches to maximize learning;
- Utilize evidence-informed decision making to lead curriculum evolution and renewal;
- Support creative activity, research, and scholarship of employees and students that fosters impact, influence and contribution;

- Participate in activities for relationship building and seeking external funding with University Relations;
- Actively promote internationalization in collaboration with the Center for International Education;
- Engage in a meaningful way with community partners, industry, and various sector groups to ensure alignment and ongoing relevance of programming and extend opportunities for faculty and students to contribute through work integrated learning and/or research, creative and scholarly activity.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

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

- Significant experience developing and facilitating 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 creativity activity, and the promotion of same within a teaching university context;
- Teaching experience at the post-secondary level in one of the disciplines in the Faculty or a related field;
- A demonstrated commitment to furthering reconciliation, Indigenous education, and decolonizing practices
- Proven collaborative and change management skills; and
- A commitment to the values, goals, and mandates of a teaching and learning-focused university.

REQUIRED MANAGEMENT COMPETENCIES

1. Job Knowledge
Possesses functional and technical knowledge as well as demonstrates understanding of job assignment. Performs key responsibilities and understands how to effectively utilize key resources and technology for all aspects of the job.

2. Service Focus
Values the importance of delivering high quality, innovative service to internal and external customers (colleagues, students, families, visitors, etc.). Understands the needs of the customer and follows up to ensure satisfaction. Able to prioritize and set work activities accordingly. Uses relevant skills to achieve goals and finds innovative solutions to achieve the "extra mile".

3. Result Oriented

Takes responsibility for own work. Feels personally committed and accountable to deliver results quickly, accurately and effectively. Uses thoughtful judgment when responding to situations that are not going well and uses foresight to overcome obstacles.

4. Initiating Action/Taking Initiative

Readily takes action consistent with departmental or University objectives. Volunteers readily and takes independent actions when appropriate. Leads by example and is a good role model for others to follow. Suggests methods and procedures to improve departmental operations.

5. Leadership and Supervisory Abilities

Attracts and selects the best talent. Coaches and inspires people. Sets expectations, recognizes achievements and proactively manages conflict. Delegates and consistently guides the team towards the outlined goals. Clearly defines responsibilities and authority limits of subordinates. Recognizes individual capabilities and assigns work accordingly.

6. Problem Solving and Decision Making

Identifies problems, involves others in seeking solutions, conducts appropriate analyses, searches for best solutions and responds quickly to new challenges. Makes clear, consistent and transparent decisions. Acts with integrity in all decision making, distinguishing relevant from irrelevant information. Assures adequate control and accounting of all funds including maintaining sound financial practices. Demonstrates a cross-university view.

7. Strategic Planning and Organizing

Aligns departmental priorities with the University's purpose. Measures outcomes and uses feedback to change as needed. Proposes solutions and alternatives on allocation of resources to achieve the University's outlined strategy. Approaches decision making (including, where applicable, program development, modification and or cancellation) with a focus on the potential impact on student enrollment, engagement and success.

8. Employee Development

Encourages and supports employee participation in personal and professional development. Able to coach, evaluate, develop and inspire direct reports. Provides constructive and objective performance feedback on a regular basis. Acknowledges and encourages good performance and proactively identifies and discusses performance problems in a timely manner. Ensures risks are minimized through proactive succession planning.

REQUIRED TRAINING AND EXPERIENCE

- A Ph.D. or other relevant doctoral degree in an appropriate field of expertise considering the Faculty programmatic foci;
- Extensive post-secondary administrative experience;
- Demonstrated acumen with university governance.