

Class No.:	Administrator
Original Date:	Unknown
Revision Date:	March 2024 February 2025 April 2025
Pay Group:	19

---

## **JOB DESCRIPTION - PROVOST & VICE-PRESIDENT, ACADEMIC**

### **NATURE AND SCOPE OF WORK**

The Provost & Vice-President, Academic is the executive academic leader and provides vision in the development and promotion of an environment consistent with the values and purpose of the multi-campus Capilano University. This role is responsible for the leadership, administration, strategic planning and priorities, development, implementation, evaluation, and effectiveness of a broad range of academic, administrative and operational activities related to the university's academic plan and strategic plan.

The Provost & Vice-President, Academic assists in identifying and setting strategies, oversees creative activity, research and scholarly activity, academic policy and strategic priorities. This role oversees academic quality assurance and works collaboratively with the academic deans and other academic leaders to develop programs and curriculum that advances the overall mandate, values and purpose of the University.

The Provost & Vice-President, Academic reports directly to the President and is a member of the executive team. The person in this role is the first delegate to the President in the overall leadership of the university.

### **ILLUSTRATIVE EXAMPLES OF DUTIES**

- Lead actions to actualize the long-term vision and strategic plans to guide the development of academic offerings, teaching and learning approaches, and academic learning support services aligned with the university strategic plan.
- Lead the academic and operational requirements of Capilano University's regional locations and campuses including the Squamish Campus, Kálawaxay Sunshine Coast Campus, Lonsdale Campus.
- In consultation with the President and other vice-presidents, determine budgetary priorities and develop an annual budget for the university.
- Foster a commitment of inclusion and diversity by building a supportive environment for teaching and learning.
- Further actions for reconciliation and decolonizing practices in support of Indigenous learners, host Nations, and Indigenous communities.

- Advance professional development of the faculty in the scholarship of teaching and learning, program assessment, and student outcomes assessment.
- Further creative activity, research and scholarship at the university aligned with the strategic and academic plan.
- Oversee recruitment, hiring, retention, and performance evaluation of faculty, and academic leaders. Foster positive collaboration across academic faculties and between administrative and academic units.
- Provide co-executive level leadership with strategic enrolment management
- Lead academic quality assurance and accreditation efforts; partner with Institutional Research to plan and meet strategic enrolment management initiatives and student learning outcomes.
- Collaborate with other leaders and faculty in defining and advancing the university's international education strategy.
- Directs the overall development, quality, and evolution of graduate studies
- Oversee documents and reports required by the Ministry and federal government, as well as accreditation efforts and ongoing association memberships necessary to the university's programs and credentials.
- Forge an effective academic management and leadership team that activates and animates the vision, purpose, and values of the university.
- As requested by the President, serve as a spokesperson on behalf of the university and its vision and purpose.
- Perform other duties as assigned by the President. May be called upon by the President to assume the duties of the President as required.

### **REQUIRED TRAINING AND EXPERIENCE**

- Completion of a Doctoral degree (e.g., EdD or PhD)
- Minimum of ten years of progressive administrative and leadership experience in a public post-secondary institution
- Significant contributions in academic leadership and scholarly activity/research
- Substantive teaching experience in post-secondary at the degree level or higher

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- Extensive knowledge of the university's objectives and operations
- Excellent verbal and written communication skills
- Demonstrated experience managing organizational change
- Ability to advance interdisciplinary and experiential learning opportunities
- Knowledge of approaches to support students' successful transition to university
- Expertise in learning pedagogies and faculty professional development in the scholarship of teaching and learning
- Considerable knowledge of budgetary processes
- Demonstrated ability to work effectively with individuals at all levels
- Demonstrated ability to command respect of the Board, government officials and the public