

HARBOUR WEST
CONSULTING



Position Profile

Capilano University Dean, Global + Community Studies

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Harbour West Consulting

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Capilano University



CapU respectfully acknowledges that campuses are located on the territories of the Líl'wat, x̱məθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish) and Səlíl̓wətaʔ/Selilwitulh (Tsleil-Waututh) Nations. Capilano University (CapU) is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. CapU's students, staff, faculty, and administration are dedicated to building stronger relationships with Indigenous communities and between those communities and the University. CapU shares with its First Nations partners, and with the Ministry of Post-Secondary Education and Future Skills, a commitment to continuous improvement and systemic change in support of Indigenous learners, their communities and furthering reconciliation.

Faculty of Global + Community Studies

The Faculty of Global + Community Studies offers a variety of studies concentrated on the physical, social, and economic well-being of our local and global communities. Students are empowered to impact the world through the development of skills, knowledge, and work integrated experiences. With approximately 76 faculty and staff, the Faculty offers thirteen credentials ranging from certificates through to post-baccalaureate diploma programs in a wide range of disciplines in four distinct schools: School of Kinesiology; School of Outdoor Recreation Management; School of Public Administration; and School of Tourism Management.

Useful Links

To learn more about Capilano University, please visit: www.capilanou.ca

To learn more about the Faculty of Global + Community Studies, please visit:
<https://www.capilanou.ca/programs--courses/search--select/explore-our-areas-of-study/global--community-studies/>

Position Responsibilities

Reporting to the Vice President Academic and Provost, the Dean, Global + Community Studies is responsible for the senior academic leadership of the Faculty, and is responsible for strategic planning through to operational decisions/communications. The Dean oversees the performance of all faculty, and other direct reports, as well as the learning outcomes and teaching/scholarly accomplishments of the Faculty. As an integral member of the 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.

As part of this role, the Dean will also have direct leadership responsibility for evolving the university-wide initiative of work-integrated learning, continuing to deepen and extend this high impact practice for the mutual benefit of students and communities/organizations.

The salary range for this position is \$130,738 (min) – \$174,317(mid) – \$200,465 (max) per annum with a comprehensive benefits package including a defined benefits pension plan.



Key Opportunities

- Facilitate the development and implementation of high-quality strategies for the teaching and learning process within the framework of current University policy and plans
- Undertake strategic and operational activities to activate within the Faculty and contribute to the University Plan ([Envisioning 2030](#)) and the Academic Plan ([Illuminating 2030](#))
- Oversee the approval of courses and programs as the Chair of the Faculty Council and as a member of Senate and ensures that the quality of curriculum content is consistent with the University's strategic and academic plans
- Lead integrated planning processes of the Faculty and undertake collaborative and consultative approaches with other units and areas (e.g., Information Technology, Center for Teaching Excellence, Facilities)
- Further commitments and actions with the calls in Truth and Reconciliation Commission and Murdered and Missing Indigenous Women and Girls Inquiry (MMIWG)
- Utilizes the United Nations Declaration of the Rights of Indigenous Peoples in planning and actions
- Lead and support activities to strengthen equity, diversity, and inclusion actions aligned with university priorities
- Understand and support the diversity and variation of disciplines within the Faculty; lead and build collaborative networks to support innovation in programs, research, and scholarship
- Collaborate with the Vice President, Academic and Provost, Finance and Administration and other executives in the preparation of the annual operating and capital budgets, and in the allocation of the approved operating and capital funds within the component groups of the division or area of functional responsibility
- Lead collaborative intra-faculty and interdisciplinary initiatives to advance Faculty and University programming opportunities

Accountabilities

Teaching and Learning

- Advocate and work creatively to maintain and increase the quality of programming; participate in program development, review, and improvement; identify opportunities for growth, renewal, and modernization
- Work with chairs, coordinators, and faculty to establish, maintain, and revise curriculum; oversee the approval of all course outlines and other Senate-related processes of the Faculty
- Oversee the approval and allocation of budgeted instructional resources, and the assignment of workloads including coordination; development; research, scholarship, and professional development
- Promote, engage, and support Indigenous scholarship, learning and student experience by Indigenization of curriculum
- Foster decolonized approaches to enhance inclusion and engagement
- Promote the use of educational technology to enhance pedagogical methods that support high quality education, learner access, and new initiatives



Research + Scholarship

- Promote excellence and integrity in research and scholarly activity
- Build meaningful connections with other Faculties to support new initiatives and inter- and multidisciplinary research
- Support and advocate for a diversity of research productivity and outcomes, and scholarship of teaching, including community-based research, Indigenous scholarship and research, and other systems of knowledge

Student Services, Experience + Recruitment

- Support recruitment, engagement, and retention strategies to maintain or grow student enrolment
- Lead Faculty actions aligned with strategic enrolment management priorities
- Support initiatives to advance and increase opportunities and experiences for Indigenous students
- Support initiatives to advance and increase opportunities for international recruitment and experiences
- Recognize, acknowledge, and address the unique needs of all learners, including career changers, career enhancers, and international learners

Management + Administration

- Oversee operational decisions concerning the Faculty and areas of functional responsibility
- Ensure operational effectiveness and a positive working environment for units in the Faculty and areas of functional responsibility
- Direct, approve, and monitor the disbursement of expenditures within the limits of the approved budgets
- Establish and maintain 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
- Support the development and/or acquisition of appropriate technology, facilities, and infrastructure to best meet the delivery of programs and services

Faculty + Staff Relations

- Grant approval, and execute the appropriate correspondence for those personnel matters, including faculty hiring and evaluation, assigned to the Faculty or areas of functional responsibility
- Lead and support the administrative and staff team, connecting through a variety of ways and through collaborative opportunities
- Administer, in consultation with Human Resources, the faculty and staff collective agreements within a scope defined by the University's policies including hiring authority; disciplining as applicable; authorizing overtime, leaves and other similar requests; representing management where required in the grievance procedure; ensure that contractual obligations are met, and that workload assignments and other conditions of employment are in accordance with the applicable collective agreements
- Conduct search processes for new faculty, staff, and administrators
- Enable, assist, and support coordinators, faculty, and staff in the performance of their duties
- Facilitate a positive working environment that nurtures and encourages creativity, dialogue, and innovation



Internal + External Relations

- Establish and maintain positive working relationships with colleagues within the University and with counterparts at other educational institutions and other organizations external to the University
- Promote the Faculty across campus, locally, provincially, nationally, and internationally; foster and grow existing and new strategic alliances and partnerships
- Define Faculty funding requirements; identify new and sustainable funding sources; and actively participate in University-wide fundraising activities
- Oversee the articulation of courses/programs between the University and other appropriate institutions
- Collaborate with other Deans regarding strategic and operational topics that cross Faculties, such as managing shared resources and creating consistency of process and decision-making criteria
- Prepare, for internal use and for external agencies, statistical and analytical reports, supporting documentation, related correspondence, and other advice with respect to matters within their authority

Key Relationships

Reports to:	Vice President Academic and Provost
Oversight of:	Divisional Supervisor
	Administrative and Technical Staff
	Faculty + Staff members
	Convenors, Coordinators and Chairs
Engages with:	President, Vice Presidents and Associate Vice Presidents
	Deans and Directors
	Students
	Indigenous Leaders and Elders
	Alumni
	Donors
	Government
	Industry Leaders
	Community Members
	Granting agencies
	Industry and business organizations and agencies



Candidate Qualifications

This is an outstanding opportunity for a progressive academic leader, who is well-versed in university governance structures, to assist Capilano University in its evolution as a thriving teaching-focused university. The Dean will play a key role in building research capacity and scholarly activity; continue to build on Capilano's approaches and activities with indigenization, and Truth and Reconciliation actions; champion and extend international education; lead new program development/program revisions through approval and implementation; and focus on student success through championing engaged pedagogies (e.g., undergraduate research, capstone courses, experiential learning, and other high impact practices) and collaborations with institutional support departments/units. The Dean will also play a key role in assisting with development, representing the Faculty and university when partnering with the Advancement Department and other stakeholders.

Competencies

- A Ph.D. or other relevant education in an appropriate field of expertise
- Post-secondary administrative experience, including new program development, program reviews, strategic and operational planning, and budgetary responsibilities
- Demonstrated acumen with university governance
- Experience working with Indigenous communities and students, and a demonstrated experience taking action to further the Indigenization of curriculum and the integration of decolonizing practices
- Significant experience developing and facilitating processes for community-connected activities including work-integrated learning and employer/industry partnerships
- Social and cultural awareness and responsiveness; support for equity, diversity, cultural safety, and inclusion in the activities of the Faculty and development of strong Indigenous acumen
- Significant experience working with industries within the programmatic areas and/or building community-connected activities for integrated learning and partnerships
- Experience and expertise in student learning outcomes, including their establishment and assessment in a post-secondary environment
- Demonstrated commitment to the values, goals, and mandates of a teaching and learning-focused institution
- Commitment to international education and internationalization
- Demonstrated ability to streamline processes and empower staff to look for efficiencies which will provide better experiences for students
- Sound knowledge of responsible budgetary processes, including the development and administration of operating fiscal management models and revenue generation in the public sector
- Demonstrated knowledge of post-secondary objectives, governance, operations, accountabilities, and outcomes
- Knowledge of university administrative organizational processes and practices including effective human resource approaches inclusive of collective agreements
- Demonstrated commitment to excellence in student learning and the achievement of student success in post-secondary education.



- Demonstrated commitment to excellence in teaching and the ongoing improvement of pedagogical practice through inquiry and innovation
- Knowledge of evidence-based practice and institutional accountability at the post-secondary level

Interpersonal Skills

- Proven change management skills, with political acumen and forward-thinking outlook
- Ability to work collaboratively with a diverse population of individuals from varied backgrounds and with varying views; encourages and respectfully makes space for a diversity of perspectives; approachable and humble with a growth mindset
- Ability to express views, ideas, information, perspectives, and positions effectively through verbal, written, and visual means with a wide variety of audiences/constituencies
- Comfortable making decisions within a collegial environment and effective at implementing decisions in a large and complex organization
- Excellent leadership skills, including the capacity to deal creatively with complex issues, to balance the competing demands of various constituencies, to delegate appropriately, to actively listen, and to inspire and support faculty, students, and staff in their learning and careers
- Comfortable addressing conflict in a proactive and productive manner



Metro Vancouver Region, BC



Located on the unceded territory of the səł'lwətaʔ (Tsleil-Waututh), Skwxwú7mesh (Squamish), and xʷməθkʷəy̓əm (Musqueam) Nations, nestled beside the Salish Sea on the spectacular west coast of British Columbia, Metro Vancouver consistently ranks as one of the most livable places in the world, top tourist destination of North America, and outdoor capital of Canada. The region is known for its panoramic views and spectacular natural scenery and offers limitless opportunities for outdoor pursuits, such as hiking, mountain biking, and skiing at several venues, including nearby Whistler Blackcomb.

North Vancouver

This position is located at the University's main campus in North Vancouver. Located on the north shore of the Burrard Inlet, with access to coastal beaches to mountain forests, North Vancouver's natural setting offers year-round recreational opportunities. A vibrant and inclusive community, North Vancouver draws a diversity of residents and visitors who enjoy a thriving arts scene, gourmet cuisine, and outstanding sights and attractions all year long.

Useful Links

To gain insight into housing prices in, and around Metro Vancouver, please visit: <http://www.realtor.ca>



Equity, Diversity + Inclusion

HWC believes equity, diversity and inclusion are essential for the organizations we serve to achieve the business goals they strive for. We believe that everyone – no matter their gender, racialized identity, ethnicity, sexual orientation, age, ability, religion, political beliefs, family status, socioeconomic status, citizenship status, or Indigenous status – should have equitable access to jobs and opportunities. We strive to ensure the recruitment process unfolds in a fair, transparent, timely, and open manner to include individuals previously underrepresented or discouraged from participating.

Contact Us

Should you be interested in learning more about this opportunity with CapU please contact Carol Robinson or Michelle Grennan at 604-998-4032 or forward your resumé and a letter of introduction to info@hwest.ca.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. We will respond to all who express interest.



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