

Class No.:	A99858
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## **Vice-Provost and Associate Vice President Academic**

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

Reporting to the Provost and Vice-President (Academic), the Vice-Provost and Associate Vice-President (Academic) serves as a principal contributor and academic leader with responsibilities for implementing strategic and operational academic initiatives and priorities; leading (academic) sustainability initiatives and specific external collaborations aligned with the academic plan; and supporting administration of academic affairs within the Office of the Provost. The position undertakes proactive coordination with identified university strategic academic activities, and provides direct advice to the academic administrators reporting to the Provost on matters and issues related to integrated planning, academic plans, administration, policy and governance. The Vice-Provost assumes the role of Acting Provost in the absence of the Provost, and serves as a representative of the Provost's Office a range of internal and external committees and Senate sub-committees.

The Vice-Provost has broad responsibilities that include strategic enrolment management, operational and academic planning in collaboration with deans and the Office of Academic Initiatives and Planning (e.g., infrastructure and resources), enacting activities to further the academic plan actions, and working closely with the Associate Vice President Student Affairs on key shared priorities. This position also works collaboratively with university administrators and internal and external parties providing leadership with sustainability, student pathways, and a range of partnerships, as well as contributing to activities furthering university equity, diversity and inclusion goals; Indigenous education and Indigenization; and internationalization.

The position of Vice-Provost is a full-time senior academic administrative appointment.

### **ILLUSTRATIVE EXAMPLES OF DUTIES**

- Acts as the Provost's principal advisor regarding key priorities and actions within the Provost portfolio.
- Actively contributes to and furthers a safe, respectful, and inclusive work environment in support of leading practices, and university equity, diversity and inclusion goals.
- Supervises and provides leadership to any direct reports by coaching and modeling key behaviours/strategies, encouraging dialogue and providing guidance and advice to facilitate goal attainment. Assists team members to define shared and individual goals, meet target dates and ensure alignment of team goals, and monitors and assesses performance.
- In collaboration with deans and Academic Initiatives & Planning, manages in concert with other university leads (e.g., Facilities and Registrar's Office) academic space planning, processes, and allocations.
- Works closely with the Provost & Vice President Academic on matters related to various external relationships, academic agreements, community partnerships and engagement activities.
- Acts as a designate or delegate on behalf of the Provost & Vice President Academic in a wide variety of venues, including Senate sub-committees and related Senate activities.

- Leads collaboration and academic partnerships with transfer/articulation agreements and school districts including dual credit and connections with K-12 curriculum.
- Represents the university on academic special initiatives or task forces as directed by the Provost internally and at the provincial, national, or international levels.
- In collaboration with senior leadership promotes internationalization and Indigenization efforts that further the academic plan and related plans, including a related focus with strategic enrolment management.
- Collaboratively with the Provost, tracks provincial, regional, national and global trends in higher education, education and training, and adult education as it relates to post-secondary and universities generally.
- Contributes with deans and directors proactively to enhanced regional and community-based credit programming opportunities including identification, development, and grant writing with contract activity.
- Provides input and guidance regarding all elements of academic space administration, including space allocations, auditing of space utilization, and is a main academic lead with University-wide space planning and design.
- Contributes to forward looking practices in teaching and learning, including digital learning.

## **EDUCATION & EXPERIENCE**

- Doctorate required.
- A minimum of 5 years of relevant post-secondary leadership/administrative experience as coordinator, chair or dean/director (or combination).
- A minimum of ten (10) years of post-secondary teaching experience.
- Mid to senior level experience in a complex, unionized, public sector organization

## **QUALIFICATIONS**

- An accomplished post-secondary faculty in both teaching and scholarship and positive contributions as an academic leader in administrative role(s).
- Demonstrated inter-cultural experience and acumen, and leadership contributions that further Indigenization, Indigenous learner success, equity and diversity, internationalization, and decolonizing approaches.
- Demonstrated ability to lead significant change, mentor and develop others, and engage a broad range of people in pursuit of imagination and transformative experiences and the university vision and purpose.
- Demonstrated knowledge and skills in pedagogy and academic leadership as well as educational practices, issues and trends. Attuned to current developments in advanced learning design and digital learning.
- Ability to foster a culture of inclusiveness, reflection and quality improvement, and continuous learning.
- Strong integrity, credibility, sound judgment, and resourcefulness with decision making and problem-solving complex issues.
- Knowledge of people planning and academic planning.
- Superior communication skills, including the ability to engage in discussion, analysis, and well-informed decision making to contribute to academic priorities.
- Commitment to a health-promoting university culture inclusive of sustainability and approaches for sustainable actions.
- Strong ability to foster a culture of timely and evidence- based decision making, accountability, and where appropriate, entrepreneurialism and innovation.
- Demonstrated inclusive, accessible, collaborative, and participatory leadership approaches.
- A high degree of diplomacy and tact in addressing topics, activities, and issues in a balanced and equitable manner.