



## POSITION DESCRIPTION

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**POSITION:** Associate Dean, Wilson School of Design

**DEPARTMENT:** Wilson School of Design

**JOB NUMBER:**

**DIVISION/FACULTY:** Wilson School of Design

**DATE REVISED:** May 2022

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## ORGANIZATIONAL STRUCTURE

This position reports to the Dean, Wilson School of Design.

## PRIMARY FUNCTION

The Associate Dean is an integral member of the Wilson School of Design leadership team, working closely with the Dean and the Divisional Business Manager to provide strategic and day-to-day administrative and educational leadership to a group of diverse departments and disciplines.

## KEY RESPONSIBILITIES

1. Provides leadership and engages departments in collaborative long-term planning to ensure that Faculty and university objectives are achieved. Facilitates the development and implementation of new initiatives to meet existing and emerging needs of programs and services.
2. Oversees and supports program and curriculum excellence through the management and maintenance of curriculum development, program review, and revision processes.
3. Reviews and interprets University and Faculty policies and ensures student compliance.
4. Encourages and supports a research and scholarship ethos in the Faculty and facilitates research and scholarship possibilities.
5. Assists Dean in forecasting faculty renewal requirements and developing comprehensive Faculty succession plan.
6. Chairs BCGEU and Faculty search committees; is responsible for the Faculty's hiring process, recruitment and orientation of new faculty and staff, and the retention and assignment of existing employees. This includes coverage arrangements resulting from unanticipated or pre-planned circumstances.
7. Provides and oversees faculty workload assignments and course scheduling.
8. Manages scheduling, workload, and instructional hours of faculty.
9. Authorizes, or endorses the authorization, of appropriate special requests, vacation schedules, leaves of absence, accountable time activities, overpayments of salary, and the assignment of auxiliary staff and substitute faculty for the School.
10. Administers and performs the faculty evaluation process.

11. Contributes to effective employee and labour relations by administering the collective agreement(s), representing management in the grievance process and consulting with Human Resources Services regarding collective agreement interpretation, as appropriate. Provides input to management negotiating team for collective bargaining purposes, as needed.
12. Responds to faculty and staff issues and represents management in the grievance process.
13. Responds to and resolves student complaints, appeals and academic integrity issues.
14. Reviews academic program and discipline enrollment patterns and projections and coordinates Wilson School of Design course offerings.
15. Prepares and reviews academic content for the University calendar/catalog and other print and electronic publications.
16. Reviews requests and establishes/monitors mechanisms for review of academic waivers/substitutions, transfer credit, independent study and prior learning assessment.
17. Provides support in leadership and oversight of academic programs and curriculum; facilitates academic program changes.
18. Provides support and leadership for the Wilson School of Design accreditation processes.
19. Supports the Divisional Business Manager in the development and monitoring of operating and capital budgets; approves expenditures as a proxy for the Dean.
20. Serves on department, division, and University committees; represents the Wilson School of Design at appropriate community and University bodies, committees, councils, etc.
21. Supervises assigned campus personnel.
22. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.
23. Performs related duties as assigned.

## **EDUCATION & EXPERIENCE**

- Doctorate in a related discipline is preferred. A Master's degree in a related discipline is a minimum requirement.
- Proven success in a leadership role with progressive responsibility.
- At least five (5) years of teaching experience, preferably in a post-secondary environment.
- At least five (5) years of industry/professional experience in a related discipline.
- Experience working in a unionized academic environment preferred.
- Experience working in a teaching-intensive post-secondary institution is an asset.

## **QUALIFICATIONS**

- Demonstrated ability to provide leadership and direction, analyze situations, and develop effective solutions.
- Demonstrates excellent communication, collaboration, and team building skills.
- Outstanding interpersonal communication skills and a record of effective working relationships.
- Demonstrated ability to build leadership capacity by hiring, mentoring, and supporting team members.

- Ability to respond well to working under pressure and resolve complex issues in an effective manner.
- Knowledge of academic programs, and a commitment to academic excellence; ability to advance the quality and content of programs, courses, initiatives and the student learning experience; budgeting; strategic planning.
- Strong organizational skills applicable to operational and logistical tasks.
- Experience developing and implementing new programs an asset.
- Knowledge of human resources management processes and a demonstrated ability to set a tone of support and respect.
- Intercampus travel is required, possession of a valid driver's license and access to a vehicle is preferred.