



JOB DESCRIPTION

We at Kwantlen Polytechnic University respectfully acknowledge that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.

POSITION TITLE: Associate Dean, Faculty of Trades and Technology

DEPARTMENT: Faculty of Trades and Technology

DATE CREATED: October 2014

DIVISION/FACULTY: Faculty of Trades and Technology

DATE REVISED: June 2026

ORGANIZATIONAL STRUCTURE

This position reports to the Dean, Faculty of Trades and Technology. Reporting directly to this position is the Coordinator, Program Inventory and Support.

PRIMARY FUNCTION

The Associate Dean is an integral member of the Faculty of Trades and Technology leadership team, working closely with the Dean, the Director, Strategy and Business Development, and other Administrative staff to provide strategic and day-to-day administrative and educational leadership to a group of diverse departments and disciplines.

KEY RESPONSIBILITIES

1. Supervises and provides leadership to direct reports by coaching and modeling key behaviours/strategies, encouraging dialogue and providing guidance and advice to facilitate resolutions to work issues. Assists team members to define shared and individual goals, meet target dates and ensure alignment of team goals. Monitors and assesses performance.
2. 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.
3. Provides leadership and engages departments in collaborative long-term planning to ensure that Faculty and university objectives are achieved.
4. Oversees and supports program and curriculum excellence through the management and maintenance of curriculum development, program review, and revision processes.
5. Monitors faculty workload assignments and course offerings in alignment Faculty of Trades and Technology parameters.
6. Reviews and interprets University and Faculty policies and ensures student compliance.
7. Responds to and resolves student complaints, appeals and academic integrity issues.
8. 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.



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 Faculty of Trades and Technology.
10. Administers and performs the faculty evaluation process.
11. Reviews academic program and discipline enrollment patterns and projections and coordinates Faculty of Trades and Technology course offerings.
12. Prepares and reviews academic content for the University calendar/catalog and other print and electronic publications.
13. Reviews requests and establishes/monitors mechanisms for review of academic waivers/substitutions, transfer credit, independent study and prior learning assessment.
14. Provides leadership and shared oversight of academic programs and curriculum; facilitates academic program changes.
15. Participates in development and monitoring of budget; approves expenditures as a proxy for the Dean.
16. Serves on department, division, and University committees; represents the Faculty of Trades and Technology /Institution at appropriate community and University bodies, committees, councils, etc.
17. Acts as liaison between the Occupational Health & Safety Committee, the Dean's office, faculty and support staff to ensure effective communication and coordination on health and safety matters.
18. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
19. Contributes to and promotes a safe, equitable, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

QUALIFICATIONS

EDUCATION & EXPERIENCE

- A Master's degree is required;
- At least five (5) years of teaching experience in a post-secondary environment, including significant committee work;
- Proven success in a leadership role with progressive responsibility. Experience in post-secondary academic leadership roles, such as Department Head, Chair or Associate Dean, is preferred;
- A fundamental understanding of the BC Trades Training System is required;
- Knowledge of trades and technology programs with a demonstrated commitment to academic excellence;
- Experience working in a teaching-intensive post-secondary institution is an asset;
- Experience working in a unionized academic environment preferred;
- Or an equivalent combination of education, training and experience.



KNOWLEDGE, SKILLS and ABILITIES

- Demonstrated ability to provide leadership and direction, analyze situations, and develop effective solutions.
- Outstanding interpersonal communication skills and a record of effective working relationships.
- Demonstrated ability to build leadership capacity in the Faculty by hiring, mentoring, and coaching faculty.
- 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.
- Strong organizational skills applicable to operational and logistical tasks,
- Knowledge of faculty management processes and a demonstrated ability to set a tone of support and respect.
- Ability to travel between campuses is required.

COMPETENCIES

- **Leadership:** KPU employees inspire, coach, mentor, and support students, employees and KPU as a whole in achieving objectives.
- **Accountability:** KPU employees demonstrate fiscal accountability and take ownership for their actions, decisions and results.
- **Continuous Improvement:** KPU employees take a creative approach to opportunities, exploring unique ways to create optimal value for the KPU community.
- **Collaboration:** KPU employees work in functional and cross-functional teams, coming together to solve complex issues and accomplish objectives that will benefit the KPU community.