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, Melville School of Business

DEPARTMENT: Melville School of Business **DATE CREATED:**

DIVISION/FACULTY: Melville School of Business **DATE REVISED:** July 2025

ORGANIZATIONAL STRUCTURE

This position reports to the Dean, Melville School of Business.

PRIMARY FUNCTION

The Associate Dean is an integral member of the Melville School of Business leadership team, working closely with the Dean, Associate Deans 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. 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. Facilitates the development and implementation of new initiatives to meet existing and emerging opportunities in the Melville School of Business.

4. Oversees and supports program and curriculum excellence through the management and maintenance of curriculum development, program review, and revision processes.

5. Reviews and interprets University and Faculty policies and ensures student compliance.

6. Encourages and supports a research and scholarship ethos in the Faculty and facilitates research and scholarship possibilities.

7. Assists Dean in forecasting faculty renewal requirements and developing comprehensive Faculty succession plan.

8. Chairs 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. Provides and oversees faculty workload assignments and course scheduling.

10. Manages scheduling, workload, and instructional hours of faculty.

11. 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.

12. Administers and performs the faculty evaluation 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 Melville School of Business 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 Melville School of Business 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 Melville School of Business at appropriate community and University bodies, committees, councils, etc.

21. Supervises assigned campus personnel.

22. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.

23. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

QUALIFICATIONS

EDUCATION & EXPERIENCE

- Master's degree in a related discipline required;
- Proven success in a leadership role with progressive responsibility;
- Minimum five years progressive leadership experience. Experience in post-secondary academic leadership such as Department Head, Chair or Associate Dean roles is preferred;
- At least five (5) years of teaching experience, preferably in a post-secondary environment;
- Experience working in a unionized academic environment preferred;
- Experience working in a teaching-intensive post-secondary institution is an asset;
- 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;
- 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 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; budgeting; strategic planning;
- Strong organizational skills applicable to operational and logistical tasks;
- Experience developing and implementing new programs an asset;
- 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.