



## POSITION DESCRIPTION

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**POSITION:** Associate Dean, Faculty of Arts

**DEPARTMENT:** Faculty of Arts

**JOB NUMBER:**

**DIVISION/FACULTY:** Faculty of Arts

**DATE REVISED:** September 2022

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### ORGANIZATIONAL STRUCTURE

This position reports to the Dean, Faculty of Arts.

### PRIMARY FUNCTION

The Associate Dean is an integral member of the Faculty of Arts leadership team, working closely with the Dean and Associate Dean colleagues to provide strategic and day-to-day administrative and educational leadership to 22 diverse departments and disciplines in Arts as well as collaborative partnerships across the university. The Associate Dean will be appointed for a three-year term with potential for renewal for an additional three-year term.

### KEY RESPONSIBILITIES

- Provides leadership and engages departments and disciplines in collaborative long-term planning to ensure that Faculty and university objectives are achieved.
- Oversees and supports program and curriculum excellence through development, review, and revision processes.
- Fosters and promotes a culture of anti-racism, equity, diversity, inclusion, decolonization and indigenization to work towards systemic change.
- Conducts the faculty evaluation process.
- Participates on faculty search committees and provides leadership and guidance for the search. Supports onboarding and orientation for new faculty.
- Supports student recruitment, monitors student progression and completion, and encourages alumni engagement.
- Supports student engagement and a quality education experience.
- Supports student appeals and academic honesty.
- Represents the Faculty on internal and external committees and boards.
- Develops and maintains strong working relationships with internal and external partners.
- Encourages and supports a research and scholarship ethos in the Faculty and facilitates research and scholarship possibilities.
- Supports faculty to actively develop community partnerships, and seek grants and externally funded opportunities for community partnership programs.
- Supports the development of learning outcomes across the Faculty.

- Reviews and implements policies and contributes to the development and maintenance of data and management systems.
- Supervises and provides leadership to assigned departments 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.
- 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.
- Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
- Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

## **EDUCATION & EXPERIENCE**

- A Ph.D. or a terminal degree in an Arts or Arts related discipline is preferred. A Master's degree is a minimum requirement.
- At least five (5) years of teaching experience in a post-secondary environment, including demonstrated committee work and leadership experience.
- Experience working in a teaching-intensive post-secondary institution is an asset.
- Experience working in a unionized environment is preferred.

## **QUALIFICATIONS**

- Demonstrated ability to provide leadership and direction, analyze situations, and develop effective solutions.
- Outstanding interpersonal communication skills in a complex environment and a record of effective working relationships.
- Demonstrated commitment to promoting a culture of diversity, inclusion, decolonization and indigenization.
- Demonstrated ability to build leadership capacity in the Faculty by hiring, mentoring, and coaching faculty.
- Demonstrated 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.
- Engagement in research and scholarship initiatives.
- Involvement in external partnerships.
- Intercampus travel is required, possession of a valid driver's license and access to a vehicle is preferred.