



POSITION DESCRIPTION

POSITION: Dean, Faculty of Science & Horticulture

DEPARTMENT: Faculty of Science & Horticulture

JOB NUMBER:

DIVISION/FACULTY: Faculty of Science & Horticulture

DATE REVISED: March 2021

ORGANIZATIONAL STRUCTURE

This role reports to the Provost and Vice President Academic. Reporting directly to this position are the Associate Dean, Divisional Business Manager and faculty members.

PRIMARY FUNCTION

Reporting to the Provost and Vice President Academic, the Dean, Faculty of Science & Horticulture (FSH) is responsible for the strategic leadership and ongoing operation of the Faculty of Science and Horticulture at Kwantlen Polytechnic University (KPU). This includes long-term strategic planning, academic development, and the collaborative management of the Faculty's financial, administrative, and human resources. The Dean plays a major role in encouraging relationships between KPU and the external community. The Dean also has a commitment to academic excellence, and to advance new programming opportunities, the quality and content of programs, courses, initiatives, and the student learning experience. The Dean, FSH ensures that a culture exists within the administration and the faculty to provide students with a high-quality education and high-quality services so that the student experience at Kwantlen Polytechnic University is a positive one.

KEY RESPONSIBILITIES

1. Governance

- Reporting to the Provost and Vice President Academic, serves as a member of the Decanal team of the University.
- Leads the faculty in accordance with the powers and duties laid out in the University Act.
- Participates in the strategic planning of the University and of the Faculty in particular.
- Serves on Senate and other University Committees as required and reports to the official bodies of the University and to University administrative offices on academic and administrative developments relating to the Faculty.

2. Strategic and Annual Planning

- In consultation with the President and Provost, develops and implements a strategic plan that provides the vision and direction for the Faculty.
- Identifies and maintains institutional priorities consistent with the Faculty's strategic plan.

- Ensures that there are both annual and long-term academic plans that set out specific academic programming objectives for the Faculty for each year.

3. Academic Leadership

- Promotes, develops, and maintains the highest standards of scholastic excellence in all aspects of Faculty activities, including:
 - Establishes procedures and standards for recruiting and admitting a qualified and diverse student and faculty body to the Faculty.
 - Provides leadership in the establishment of a contemporary curriculum, rigorous academic standards, and innovative program development to maintain the highest standards of excellence in delivering the Faculty's educational offerings.
 - Responsible for overseeing the management and provision of services within the Faculty to address a wide range of student matters that include academic standing, appeals, prior learning assessment and student conduct. Promotes the development of faculty activities and services targeted to achieve successful learning experiences for students enrolled in the Faculty and the University.
 - Cultivates a climate of scholarly activity and academic liveliness that adds to the intellectual capital of the University.
 - Leads and supports relevant accreditation processes.

4. Research and Scholarship Leadership

- Fosters and encourages a high level of scholarly productivity within the Faculty.
- Ensures the quality and relevance of research, publications, conferences, and institutional linkages in accordance with the guidelines defined by the University.

5. Human Capital Leadership

- Provides strong and effective leadership to the faculty and staff of the Faculty while fostering a culture of equity, diversity, and inclusion for all students, faculty and staff.
- Communicates, motivates, guides and directs all those involved to contribute fully to the realization of the Faculty's and University's academic plan and objectives.
- Recruits, develops, promotes, mentors, and evaluates faculty and senior administrators in the Faculty, in compliance with the University's policies.
- Encourages high standards of teaching, methods of evaluating teaching effectiveness and grading practices.
- Ensures that the Office of the Dean of the Faculty is responsive, solution oriented, and creative in their dealings with students and faculty.

6. Financial Leadership

- Directs the budgeting and planning for the Faculty in accordance with the overall budget and planning direction set out for the University.
- Develops a budget for the administration of the Faculty that conforms to University practices and is responsible for ensuring that the budget is expended in keeping with the general objectives towards which the budget was developed.

7. Internal Relationships

- Works with faculty, staff, and other key personnel to provide leadership to the Office of the Dean including, but not limited to admissions, registration, scholarship and policy and program review.
- Established positive relationships with KPU employees outside of the Faculty and values the contributions made by support services.
- Works effectively within a multi-union environment.
- Establishes and maintains relationships with key personnel and departments/divisions in order to support the development and implementation of policies, programs and initiatives.
- Maintains linkages between the Faculty, other Faculties, and other student related service areas such as the Office of the Registrar, Enrolment Management, Continuing Education etc.
- Supports the professional welfare of faculty and ensures opportunities for meaningful participation in the life of the University.
- Supports a dynamic and diverse student base.

8. External Relationships

- Establishes and maintains linkages with a wide range of external stakeholders including other educational providers and academic bodies, local, provincial and national government, the scholarly community, and other community and public groups.
- Promotes the value and relevance of the Faculty's teaching and scholarly agenda to external stakeholders.
- Works closely with Program Advisory Committees.
- Establishes and maintains strong relationships with external program accreditation agencies.

EDUCATION & EXPERIENCE

- A Ph.D. in a related discipline, or an earned doctoral or terminal degree in a related field, is required.
- Relevant leadership experience accompanied by a minimum of five years of faculty experience preferably within a university environment.
- Experience working in a large, complex organization and in a unionized academic environment.
- A broad understanding of higher education issues within post-secondary education.

QUALIFICATIONS

- Demonstrated ability to provide leadership and direction, support change management, analyze situations, and develop effective solutions.
- A record of academic achievement appropriate for a faculty appointment in one of the disciplines represented by the Faculty.

- Proven success in scholarship and teaching excellence.
- Demonstrated in-depth knowledge of the post-secondary organizational and policy environment and relevant experience in academic administration and academic labor relations.
- Demonstrated experience in strategic planning, program planning, project management, budget development and oversight as well as academic organization and administration.
- Ability to advance the quality and content of programs, courses, initiatives, and the student learning experience.
- Successful track record in working with others, either individually or in a team setting to accomplish goals, objectives, and desired outcomes through collaboration and negotiation.
- Demonstrated ability to build leadership capacity in the Faculty of Science and Horticulture by hiring, mentoring, and supporting others.
- Energetic leader that is value driven, demonstrates integrity, credibility, sound judgment, inclusivity, and fosters a trusting, supportive environment.
- Excellent administrative and organizational skills applicable to operational and logistical tasks.