
Primary Purpose

The vice-dean, Indigenous in the College of Arts and Science is the senior leader in the college for all matters relating to Indigenous engagement and, subject to the authority of the dean has, general supervision, leadership and direction over the development and implementation of Indigenous-related strategies, as outlined in the college's newly endorsed [plan](#). In fulfilling the responsibilities of the role, the vice-dean, Indigenous will be informed by both the [university's](#) and college's mission, vision, principles, values and strategic plans, as well as the [Truth and Reconciliation Commission of Canada: Calls to Action](#). The college is actively seeking a person of Indigenous ancestry for this position.

Nature of the Work

The vice-dean, Indigenous serves a unique role at the university and within the college. With each vice-dean in the college accountable for the leadership and general supervision of faculty and staff and the direction of work in their area, which includes faculty relations, research, scholarly and artistic work, academic, and Indigenous engagement.

The vice-dean, Indigenous reports directly to the dean and is a member of the senior leadership team responsible for oversight and direction of the college. The vice-dean, Indigenous fully participates in the college planning process and is expected to represent the dean on committees, in the community, and with university stakeholders, as well as act as the dean's delegate, as necessary. The vice-dean, Indigenous represents the college, participates in the College's Executive Committee and works collaboratively with other colleges and administrative units to enhance the capacity and quality of Indigenous engagement initiatives.

The vice-dean, Indigenous works within a highly demanding environment, often requiring interpersonal engagement with individuals that directly or indirectly report to them, and with multiple stakeholders and constituencies, both within and external to the college and university. The work is very interpersonal, requires a high level of independence and entails constant scanning for issues and challenges while balancing multiple priorities and demands. The work is time consuming, is of high volume and complexity, and requires decisions to be made on issues ranging from the critical to the mundane.

The vice-dean, Indigenous provides visionary leadership to support the advancement of faculty, staff, and students in Indigenous engagement and works collaboratively with university leadership to strengthen Indigenous strategies for the college and the university. The vice-dean, Indigenous influences the alignment of academic and research, scholarly and artistic work initiatives of the college with Indigenous engagement initiatives and priorities at a college and university level, as well as with respect to the national and international landscape. The vice-dean, Indigenous collaborates with faculty, students, staff and external stakeholders, and requires an awareness, sensitivity and leadership in issues around indigenization, diversity and inclusion. Determination of the nature and extent of academic and scholarly activity to be engaged in by the vice-dean, Indigenous is agreed to in consultation with the dean and based, in part, by the candidate's background and interests.



Accountabilities

Indigenous Engagement Leadership

- Ensures Indigenous engagement is a primary consideration in all college decisions.
- Develops and implements policies and procedures required to support and advance the Indigenous engagement strategies, priorities and initiatives of the college.
- Enhances and promotes partnerships with regional, national and international stakeholders and other academic institutions to promote and advance the Indigenous engagement strategies of the college.
- Advocates for graduate and undergraduate Indigenous student retention and success initiatives, assuming a leadership role in the development of a culture of Indigenous student success by coordinating and evaluating the college's existing Indigenous programs and services and by creating innovative services and program delivery.
- Ensures all students enrolled in the college receive opportunities to learn about Saskatchewan Indigenous history and to acquire cultural competencies.
- Oversees the work of the college's Aboriginal Student Achievement Office; the college's Aboriginal Student Achievement Program (ASAP) and related Aboriginal Learning Communities programs.
- Identifies and fosters relationships with Indigenous alumni to better understand and improve the student experience.
- Builds strong partnerships and represents and promotes the interests and achievements of the college in Indigenous engagement across the university and Indigenous communities throughout Saskatchewan and Canada.
- Establishes opportunities and mechanisms to recognize achievements within the college supportive of Indigenous engagement, and ensures that Indigenous students and faculty are acknowledged and facilitates nominations for awards.
- Supports Indigenous students, faculty and staff by strengthening opportunities for Indigenous research, scholarly, and artistic work, in collaboration with other vice-deans and associate deans.
- Leads the continual transformation, innovation and advancement of Indigenous engagement strategies.

Strategic Planning and Resource Allocation

- Promotes and facilitates a culture that supports innovation and enhances the scope and quality of the college's commitment to, and delivery of Indigenous engagement.
- Leads the development and implementation of a comprehensive and integrated multi-year Indigenous engagement plan for the college; has general supervision, leadership and direction over the implementation of Indigenous-related strategies outlined in the college's newly endorsed plan, and ensures alignment with the strategic directions of the college and university.
- Participates in setting strategic directions for the college and leads the development of the college's strategic goals and objectives with respect to Indigenous engagement, ensuring integration with the overall management of the college.
- Represents the college and provides leadership on university initiatives.
- Works collaboratively with the other vice-deans (faculty relations, research, scholarly and artistic work, and academic) to enhance the Indigenous student experience and Indigenous programming and scholarship and to ensure that the Indigenous engagement initiatives and outcomes, at an undergraduate and graduate level, are achieved.
- Promotes the Indigenous engagement agenda within the college ensuring goals are considered in the college decision making forums, complement planning, resource allocation, and program and service development and delivery.



Strategic Financial Management and Budgeting

- Develops and effectively manages annual portfolio budgets in accordance with college and university policies, and identifies innovative revenue opportunities and solutions to resource challenges.
- Identifies ongoing funding requirements and advises the dean regarding resource needs to ensure a strong Indigenous engagement program is delivered.
- Consults and negotiates, as required, with internal and external stakeholders to ensure long-term growth and sustainability of resources (physical, financial and human resources) that support the Indigenous engagement strategies of the college.
- Provides leadership in the pursuit of financial support from external stakeholders and prospective donors to enhance and create scholarships and other supports for Indigenous students.
- Ensures the efficiency and effective management of the college operations and safeguards its success and fiscal viability.

People and Environment

- Recruits and retains outstanding employees, and works with college departments and units to promote and increase the proportion of Indigenous faculty and staff positions.
- In collaboration with the vice-dean, faculty relations, undertakes ambitious Indigenous faculty recruitment strategies, and identifies opportunities for faculty appointments that stimulate Indigenous engagement.
- Supports faculty, staff and students in the delivery of high quality teaching and scholarly work supportive of the initiatives and Indigenous engagement strategies of the college.
- Allocates and assigns responsibilities to faculty and staff within the Indigenous engagement strategies.
- Ensures positive, diverse, and inclusive work and learning environments thus promoting a culture of professionalism, dignity and respect consistent with the core values of the college and university.
- Mentors faculty and staff, promotes training activities and career development that support their success, and encourages participation in activities that lead to increased intercultural awareness and competencies.
- Fosters an environment of innovation, collaboration and creativity, and leads organizational capacity for change.
- Interprets and applies collective agreements, labour legislation, and employment law with respect to the administration, allocation and reallocation of human resources, faculty complement, and other direct reports within the college.
- Holds people accountable for high standards of performance and outcomes.
- Provides recommendations to the dean regarding staff salaries, promotions, and appointments.
- Receives and responds to complaints affecting faculty, students, staff and external stakeholders.
- Promotes and models collaboration, cultivates relationships with internal and external stakeholders and initiates, promotes, and supports outreach and engagement activities for faculty and staff supportive of the Indigenous engagement initiatives of the college.
- Effectively considers succession planning initiatives to support continuity of operations.

Risk Management

- Identifies and proactively manages risk and fosters and promotes a culture of responsible risk taking.
- Incorporates the identification, assessment, and management of risk into all planning processes.
- Ensures accountability and transparency of activities, information, and reports.



- Communicates and ensures compliance with university policies, federal and provincial laws and regulations, ethics standards and protocols.
- Ensures high standards with respect to health and safety.

Education and Experience

Requirements include: extensive experience with Indigenous organizations; Research, Scholarly and Artistic Work focused on Indigenous topics; significant knowledge of the Indigenous communities of Canada; and expertise in Indigenous ways of knowing. Must possess knowledge and understanding of issues (including cultural, socio-economic, and other factors) affecting Indigenous peoples. Must possess the capacity to lead the college in matters relating to the university’s strategic priorities, and especially with respect to Indigenous engagement and reconciliation. Leadership experience is essential, as is demonstrated success in developing and implementing a vision and guiding people to achieve exemplary performance and outcomes. Strong interpersonal skills and experience working with Indigenous and other communities, as well as with students and stakeholders in a university setting will be considered assets. The successful applicant must possess a PhD or terminal degree in a relevant area and must be appointable within a department in the College of Arts and Science commensurate with their background and expertise.

Competencies

Competencies are the attributes, behaviours, manner and style of how skills and knowledge are applied to the position. For a detailed listing of the competency expectations at the University of Saskatchewan for recruitment and employment, visit:

<http://working.usask.ca/documents/recruitandhire/recruitmentandemployment/competencies.pdf>

<p>Leadership / Vision</p> <p><i>The demonstrated ability to build a shared, compelling and credible vision of the future, influencing people to ensure outcomes that support achieving the vision; a culture of leadership.</i></p>
<p>Support for Progress</p> <p><i>The demonstrated ability to initiate, implement, and support innovation and institutional change and enhance programs and services.</i></p>
<p>Results Orientation</p> <p><i>Focuses on results and completing objectives within the framework defined by the University’s plans and policies.</i></p>
<p>Personal Effectiveness</p> <p><i>Demonstrates an ability to reflect, clarify and commit to what is important, take responsibility for growth and development, and contribute to positive and productive work and learning environments.</i></p>
<p>Communication</p> <p><i>The demonstrated ability to convey information and ideas to individuals in a manner that engages the audience and helps them understand, retain, and respond to the message.</i></p>
<p>Relationship Building</p> <p><i>The demonstrated ability to develop the rapport necessary to build, maintain and/or strengthen partnerships and relationships inside and outside of the University.</i></p>