



## VICE DEAN ACADEMIC

### Primary Purpose

Reporting to the Dean, the Vice-Dean Academic in the College of Arts and Science is the senior leader in the college for all curriculum-related matters and will provide vision and leadership for the development and implementation of a comprehensive, integrated academic plan for the College, on behalf of faculty, students, and other stakeholders.

The Vice-Dean provides inspirational and visionary leadership in partnership with the other members of the College's senior leadership team. The Vice-Dean furthers the College's commitment to recruit and train academically promising students from diverse backgrounds and offer them an exceptional learning experience, and to support the departments', College's and University's strategic directions.

The Vice-Dean's position ensures the College's academic programs meet the expectations and quality expected of students, industry, employers, and other stakeholders, and that processes and policies are in place to support student success and champion teaching and learning innovation and excellence, including experiential learning and outreach. The portfolio of the position is closely aligned with those of the Vice-Dean Faculty Relations and the Vice-Dean Research, Scholarly and Artistic Work, and their contributions to the college are interdependent and coordinated.

### Nature of the Work

The Vice-Dean reports directly to the Dean, works closely with department heads and faculty, and is a member of the senior leadership team responsible for oversight and direction of the College. The Vice-Dean Academic, in tandem with the Vice-Dean Research Scholarly and Artistic Work, will set overall direction for undergraduate and graduate curriculum in the College; advise the Dean and Vice-Provost Teaching and Learning on matters related to curriculum; work collaboratively with Department Heads and faculty to strengthen multi- and inter-disciplinary curricula; influence the alignment of curricula in the College with priorities in the University and national landscape; and model institutional values and competencies.

The Vice-Dean Academic will contribute vision and leadership for the College's integrated plan; for the development, implementation, and ongoing evaluation of curricula, including international, Aboriginal and experiential education; for developing and fostering interdisciplinary programs, and encouraging involvement of college faculty in these programs; for encouraging and facilitating effective teaching and learning, in conjunction with the Gwenna Moss Centre and University Learning Centre, including development of faculty teaching, student learning skills and maintenance of teaching assessment strategies.

The Vice-Dean functions in a highly demanding environment that requires constant responding to major issues and challenges, to demands on limited resources, and to managing multiple priorities. The work is of high volume and is complex.



The uniquely central role of Arts & Science curricula for much of the University requires that the Vice-Dean work with college leadership, staff, department heads, faculty members, and students, and with University leadership and with many other units across campus, to establish and sustain internal and external academic partnerships.

### **Education and Experience**

A PhD and/or terminal degree with a proven track record in research, scholarly and artistic work, and success in leadership, is required. Experience in an academic environment with recent experience at a leadership level is also required. Demonstrated success in developing and implementing a vision and leading people to achieve exemplary performance and outcomes is essential. A high level of proficiency in all the personal effectiveness and relationship building competencies is vital.

### **Accountabilities**

The Vice-Dean Academic in the College of Arts and Science is accountable for the following outcomes:

#### **Strategic Planning**

- Develop and manage the College's multi-year strategic enrolment plan, leading units in the College to achieve established enrolment targets in each planning cycle;
- Oversee the sustainable growth of graduate student enrolment, in collaboration with the Vice-Dean Research, Scholarly and Artistic Work;
- Ensure the use of rigorous, evidence-based methodologies to understand current and future enrolment needs and challenges;
- Oversee academic program administration;
- Promote, with the Vice-Dean Research, Scholarly and Artistic Work, the teaching and research agenda of the college through a variety of strategies and contacts;
- Participate in strategic planning for the College in all areas, but particularly in areas related to faculty teaching, student learning and curriculum delivery;
- Create and support educational initiatives that align with College and University priorities and opportunities.

#### **Academic Leadership**

- Lead the College's curriculum renewal efforts;
- Provide effective leadership for the College's curriculum committee;
- Provide leadership in promoting and developing student learning and success;
- Encourage faculty to work within the established and emerging pedagogies of their disciplines to set carefully defined learning outcomes for both established and new programs and courses;
- Ensure and manage a comprehensive process for assessment of learning throughout academic programs (e.g. program goals; learning outcomes);
- Systematically identify and leverage opportunities for experiential learning and hands-on, active learning and applied innovation in student-oriented and student-driven initiatives;
- Promote and support faculty initiatives in teaching and learning innovation and excellence;
- Ensure teaching and learning infrastructure supports effective program delivery;
- Implement and, where needed, develop best practices in higher education learning;



- Lead the continual transformation of learning and support mechanisms for academic program and curricular reform by identifying innovative solutions to infrastructure needs;
- In tandem with the other Vice-Deans, Identify opportunities to engage with media regarding faculty and student expertise in areas related to the portfolio;
- Work in support of the Associate Dean Aboriginal Affairs' College commitments.

### **People and Environment**

- Ensure positive, diverse, and inclusive work and learning environments;
- Encourage faculty, staff and students to participate in activities leading to increased intercultural awareness and competencies;
- Ensure student and faculty research success is recognized and promoted;
- Hold people accountable for high standards of performance;
- Support Aboriginal students and employees and strengthen opportunities for Aboriginal RSAW, in collaboration with the Associate Dean Aboriginal Affairs;
- Work to recruit and retain outstanding employees;
- Coach and mentor direct reports to ensure their success;
- Effectively steward information and consider succession planning initiatives to support continuity of operations;
- Communicate regularly with colleagues within the College, University and broader community to share relevant information, support others' success and improve engagement;
- Lead change within the College and build organizational capacity for change;
- Identify opportunities to engage with the media regarding faculty and student expertise in areas related to the portfolio;
- Work collaboratively with the Vice-Provost, Teaching and Learning and with other college and post-secondary academic partners.

### **Financial and Resource Management**

- Allocate resources within the College to align and support the desired outcomes of academic programming plans;
- Ensure long-term growth and sustainability of the college's physical, financial, and human resources;
- Develop creative solutions to resource challenges;
- Ensure funding for academic programming is allocated and utilized in accordance with all relevant policies and procedures, both internal and external;
- Oversee and implement a budget plan for academic programming success.

### **Risk Management**

- Identify and proactively manage key instructional and academic programming risks;
- Incorporate the identification, assessment, and management of risks into all planning processes;
- Ensure accountability and transparency of the instructional activities, information, and reports;
- Ensure high standards with respect to health and safety of students and employees;



- Communicate and ensure compliance with university policies, federal and provincial laws and regulations, ethics standards and protocols;
- Within the context of change, foster and promote a culture of responsible risk-taking.

## **COMPETENCIES**

**Competencies** are attributes, behaviours, manner and style of how skills and knowledge are applied to the job. Each person brings different competencies to their position. The competencies below are the desired attributes which support the University of Saskatchewan's Strategic Directions and People Values. All are applicable in varying degrees depending on the expectations of the job.

### **Leadership/Vision**

*The demonstrated ability to build a shared, compelling and credible vision of the future, influencing people to ensure outcomes that support achieving the vision; applicable to all jobs at all levels; a culture of leadership.*

- Influences others to share and commit to a common vision;
- Fosters positive work and learning environment;
- Values and considers differing points of view before making a decision;
- Makes timely decisions even when unpopular or difficult;
- Anticipates how decisions affect people;
- Delegates authority and responsibility;
- Holds others accountable for making and meeting commitments;
- Provides continuous, honest and supportive feedback;
- Supports development and continuous improvement.

### **Support for Progress**

*The demonstrated ability to initiate, implement, and support innovation and institutional change and enhance programs and services.*

- Challenges the status quo;
- Advocates innovation and creativity, even when risk is involved;
- Adapts and maintains productivity in an atmosphere of changing practices;
- Demonstrates an optimistic attitude towards change;
- Demonstrates emotional maturity and resiliency in difficult circumstances;
- Engages and supports others in the change process;
- Works with, rather than resists, forces of change.

### **Results Orientation**

*Focuses on results and completing objectives within the framework defined by the University's plans and policies.*

- Readily accepts and responds to challenges;
- Directly confronts problems and persists in finding solution;
- Remains optimistic and persistent in the face of adversity;
- Demonstrates courage rather than avoidance to resolve difficult issues;
- Identifies shared interests to develop positive outcomes;
- Focuses on facts and root causes rather than reacting to symptoms;



- Celebrates successes and learns from mistakes.

### **Personal Effectiveness**

*Demonstrates an ability to reflect, clarify and commit to what is important, take responsibility for growth and development, and contribute to positive and product work and learning environments.*

- Demonstrates integrity and ethical conduct in words and deeds;
- Keeps promises and commitments even when unpopular or difficult;
- Seeks out and appreciates feedback, demonstrating a commitment to learning;
- Accepts ownership and responsibility for outcomes;
- Learns and recovers from setbacks / mistakes;
- Shares expertise willingly and is sought out as a resource for others;
- Forges personal recognition in support of success of others;
- Takes responsibility for balancing work and personal commitments.

### **Communication**

*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.*

- Communicates clearly and ensures understanding;
- Listens actively to understand others' point of view;
- Provides useful and valuable information to others;
- Demonstrates an awareness of the effects of communications on others;
- Understands and demonstrates the need for confidentiality and discretion.

### **Relationship Building**

*The demonstrated ability to develop the rapport necessary to build, maintain and/or strengthen partnerships inside and outside of the University.*

- Seeks out and promotes positive relationships;
- Builds opportunities through collaboration and partnerships;
- Maximizes opportunities to achieve outcomes through or with others;
- Demonstrates understanding, respect and concern for others;
- Participates willingly and openly supports team decisions;
- Proactively deals with conflict by openly addressing problems.