

Primary Purpose

Reporting to the Dean, the Vice-Dean Faculty Relations is the senior leader in the College of Arts and Science responsible for all faculty relations and faculty complement planning-related matters and will, on behalf of faculty, students, and other stakeholders, provide vision and leadership for the development and implementation of a comprehensive, integrated complement plan for the College.

The Vice-Dean Faculty Relations provides inspirational and visionary leadership in partnership with the College's leadership team, including Department Heads, to support the College's and the University's strategic directions and ensure the successful implementation of the University plan. Major responsibilities include leading the recruitment, retention and career development of outstanding faculty; working with the Dean to oversee aspects of the College Review Committee and collegial processes with leadership of sabbatical leaves and salary review; establishing and coordinating a strong working relationship with the University of Saskatchewan Faculty Association; administration of the appointment process; ensuring faculty accomplishments are recognized and rewarded; and ensuring mentorship processes are in place to support faculty development and growth.

The Vice-Dean position ensures the optimal faculty complement is in place to advance the priorities of the College and its departments for research, programs, and enrolment as expressed in the College plan. The portfolio of the position is closely aligned with those of the Vice-Dean Academic; Vice-Dean Research, Scholarly and Artistic Work (RSAW); and Vice-Dean Indigenous, 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. This position will have a number of direct and shared reports. The Vice-Dean Faculty Relations will set overall direction for faculty relations and planning in terms of faculty complement in the College; advise the Dean and Vice-Provost Faculty Relations on matters related to faculty relations; work collaboratively to strengthen and ensure a strategic and sustainable faculty complement; use influence to align College faculty and staff with the priorities of the University and national landscape; and model institutional values and competencies.

Major responsibilities include: providing vision and leadership for the College's integrated complement plan; championing a culture of inclusiveness and collaboration, and of individual successes and achievements. The Vice-Dean will advocate for both human and financial resources in support of an effective faculty integrated people complement.

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 Vice-Dean works with College leadership, the College Review Committee, staff, faculty members, students, University leadership, and programs across campus, and establishes and coordinates a strong working relationship with the University of Saskatchewan Faculty Association.

Education and Experience

A proven track record in research, scholarly and artistic work, and some leadership experience in an academic environment is required. Demonstrated success in developing and implementing a vision and leading people to achieve exemplary performance outcomes would be beneficial. Strong interpersonal skills and some experience working closely with Department Heads and faculty would be an asset.

Accountabilities

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

Planning and Leadership

- Advocate and promote the directions set by the College and University senior leadership teams by ensuring the alignment of College and unit plans, interests, and outcomes;
- Coordinate the collegial processes as required by the University of Saskatchewan Faculty Association collective bargaining agreement in a way that advances the College's mission and strategic priorities;
- Develop and implement the College's multi-year strategic faculty complement plan;
- Apply knowledge of current trends in faculty relations and planning, and be knowledgeable regarding diversity in recruitment;
- Monitor student-to-faculty ratios available through the U15 and other sources; use this information to inform the complement planning process, and to build on those areas for research success, program design, and national/international student and faculty recruitment, in collaboration with the other Vice-Deans;
- Coordinate the appropriate collegial processes for handling complaints and grievances involving faculty and staff;
- Ensure College complement plans are evaluated on an annual basis in accordance with integrated plans;
- Measure success through the annual *Employee Opinion Survey* and the *Achievement Record* and ensure continual improvement in employee relations;
- Advise the Dean and Chief Financial Officer on issues regarding College staff complement;
- Identify opportunities for Canada Research Chairs and other chair positions, in tandem with the Vice-Dean RSAW;
- Create a plan for Academic Programming positions in the College.

Faculty Recruitment, Retention, and Development

- Provide leadership to ensure best practices for the strategic and proactive recruitment, retention, and development of outstanding faculty;
- Create a climate and culture where diversity is valued, and where diversity in hiring faculty is encouraged in order to achieve a representative workforce;
- Develop and implement strategies and resources, in collaboration with the Vice-Dean Indigenous, that appropriately reflect the aboriginal population's culture and talents to develop and retain our current Aboriginal faculty members in their pursuit of engaging and rewarding careers;
- Assist with the successful recruitment of top quality faculty, doctoral students, post-doctoral



fellows, and highly qualified personnel who enhance the signature areas at either the College or University levels;

- Seek opportunities to identify positions that contribute to the teaching and research needs in more than one discipline;
- Ensure that candidates short-listed for faculty positions are informed of the College's teaching and research mission and supports available at the College and University levels;
- Identify and respond to the research, teaching, and service needs of faculty, in collaboration with the Vice-Dean Academic and the Vice-Dean RSAW, by providing for leadership and management training for faculty;
- Guide the success of Department Heads through developing, implementing, and ensuring their participation in relevant leadership initiatives and by providing access to mentorship and coaching;
- Drive the College's participation in the University's research mentorship program for new faculty, in collaboration with the Vice-Dean RSAW;
- Recommend a set of principles, in collaboration with the other Vice-Deans, that could be useful for departments, for balancing teaching assignments, RSAW activity and administrative duties that is efficient and transparent, and that permits faculty to be fully engaged in RSAW;
- Recommend ways to ensure consistent communication at departmental and College levels with pre-tenured faculty in order to be able to identify and resolve RSAW funding and other issues that could potentially affect their tenure adversely;
- Develop the means, in tandem with the Vice-Dean RSAW and University administration, to provide in a timely manner the start-up facilities required by new faculty;
- Work with PCIP, the Vice-Provost Faculty Relations, and the Associate Vice-President, People and Resources to develop an institutional people plan;
- In tandem with the other Vice-Deans, identify opportunities to engage with media regarding faculty and student expertise in areas related to the portfolio;
- Perform exit interviews with all faculty;
- Strive to foster diversity in the faculty complement of the College.

People and Environment

- Ensure positive, diverse, and inclusive work and learning environments;
- Encourage faculty and staff to participate in activities leading to increased intercultural awareness and competencies;
- Ensure that faculty success is recognized and promoted;
- Hold people accountable for high standards of performance;
- 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 relations;
- Communicate with students to understand the qualities students look for in a faculty member and how faculty members can play a role in student engagement;
- Lead change within the College and build organizational capacity for change.

Management and Administration

- Allocate resources within the College to align and support the desired outcomes of faculty and complement-planning matters;



- Ensure long-term growth and sustainability of the College's physical, financial, and human resources;
- Ensure proper physical space and start-up for new employees, in conjunction with the Vice-Dean RSAW;
- Develop creative solutions to resource challenges;
- Ensure College faculty funding is allocated and utilized in accordance with all relevant policies and procedures, both internal and external.

Risk Management

- Incorporate the identification, assessment, and management of risks into all planning processes;
- Ensure high standards with respect to health and safety of 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 this vision; 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 solutions;
- 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, takes responsibility for growth and development, and contributes to positive and productive 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.