

Nipissing University
POSITION DESCRIPTION

POSITION TITLE: Associate Dean of Graduate Studies

TERM: Three Year Contract (Renewable)

SALARY LEVEL: Executive

SUPERVISOR: Associate Vice-President, Research, Innovation and Graduate Studies

DATE: January 2024

SUMMARY OF FUNCTIONS:

Reporting to the Associate Vice-President, Research, Innovation, and Graduate Studies (AVP RIGS), the Associate Dean will support the AVP RIGS in providing leadership over the Graduate Studies portfolio. The Associate Dean will help to promote the highest standards in Graduate education with respect to academic matters including program delivery, policy development, and responding to the TRC calls for action; and will support development and delivery of professional development opportunities for faculty and their trainees in the areas of teaching, research, and scholarship.

The Associate Dean works collaboratively with the University's senior administrators, other Deans, the Department/School Chairs/Directors, as well as with personnel in other academic and administrative units at the University.

DUTIES & RESPONSIBILITIES:

I. Graduate Programs

- Develops policies to support the coherent and sustainable administration of graduate programs;
- Works with Faculty Deans, Chairs, Program Coordinators, and faculty members on issues related to graduate program delivery, development, and IQAP review;
- Contributes to integration of decolonizing practices and program curricula that embrace diversity of research approaches and ways of knowing;
- Develops policies and resources to support adoption of OCGS principles of graduate supervision;
- Assists with student success in the School of Graduate Studies;
- Provides mentorship and support to faculty in their role as graduate supervisors;
- Assists in maintaining effective communication with the Registrar's Office, International Admissions, Student Services, and other departments on student-related issues;
- Facilitates resolution of individual faculty and student concerns as they pertain to program progression;
- Works closely with Faculty Deans, Chairs, and Program Coordinators to coordinate Graduate Assistant assignments;
- Develops resources to support effective teaching assistant training;

- Assists in overseeing the graduate admissions and scholarship awards processes;
- Advises AVP RIGS on strategic directions within graduate education;
- Represents the AVP RIGS on graduate matters when so designated.

II. Research Trainee Development

- Contributes to professional development opportunities for graduate students and postdoctoral fellows;
- Promotes and communicates research excellence within and outside the University as it relates to graduate student and postdoctoral fellows;
- Works closely with NUSU, Graduate Program Coordinators/Chairs, and other departments to create an inclusive and vibrant research trainee culture;
- Assists with implementation of research policies as they relate to graduate students and postdoctoral fellows.

III. Administration and Operations

- Assists with the day to day operations of the School of Graduate Studies;
- Models and promotes collaboration, consultative leadership, and collegiality;
- Recommends to the AVP RIGS decisions with budgetary implications beyond the incumbent's assigned authority;
- Contributes to respectful relationships with Indigenous and local community partners;
- Assists with special projects related to the RIGS Office;
- Attends and contribute to Graduate Studies Council, graduate student orientation, graduate recruitment events, and 3MT.

QUALIFICATIONS:

Education: A minimum of a doctoral degree in a relevant discipline.

The successful candidate will hold a doctoral degree as well as a full-time tenured position at Nipissing University with a track record of successful graduate student mentorship and research activity.

Training and/or experience may be substituted for formal academic training at the discretion of the University

Training & Experience:

- Strong evidence of successful teaching, research, scholarship, and graduate and/or postdoctoral mentorship;
- At least 3 years of administrative experience in various educational capacities;
- Demonstrated leadership in academic program development.

Knowledge/Skills/Abilities Required:

- Understanding of current directions and challenges within graduate education and research, both internally and externally (e.g., provincial, national);
- Knowledge of external research funding opportunities for graduate and postdoctoral trainees;
- Understanding of Tri-Agency policies relevant to graduate students and postdoctoral fellows;
- Respect for diverse approaches to research and knowledge mobilization;
- Experience implementing diverse ways of knowing and engaging with Indigenous communities are an asset;
- Ability to work effectively as part of a team;
- Excellent communication and conflict resolution skills.

POSITION RELATIONSHIPS:

Supervised by: Associate Vice-President, Research, Innovation and Graduate Studies

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee

Date

Approvals

Associate Vice-President, RIGS

Date

Human Resources

Date