

NIPISSING UNIVERSITY

Dean, Arts and Science

Reporting directly to the Provost and Vice-President, Academic & Research, the Dean of Arts and Science will provide academic and administrative leadership to the Faculty of Arts and Science by ensuring high quality and relevant education consistent with the University's mission.

DUTIES & RESPONSIBILITIES:

1. Academic and Administrative Leadership

- Promote excellence in teaching; research, scholarly, and creative activities; and service.
- Provide leadership in the development and implementation of academic objectives, priorities, policies and plans, which complement and enhance those of the university.
- Provide leadership in curriculum development and in the promotion and recognition of quality instruction.
- Promote the development of research activity, interests, and resources of the faculty and that contributes to the fulfillment of the university's mission and of the faculty's educational role.
- Promote effective Faculty governance.
- Manage the Faculty's financial and other resources effectively in accordance with the policies and procedures of the university, and in particular, develops and administers Faculty budgets.
- Oversee the regular review of the programs and faculty activities by both internal and external bodies as well as the implementation of recommendations arising from such reviews.
- Guide and support Chairs and Directors in the development, management and evaluation of the faculty's programs, personnel, resources, and activities.
- In conjunction with the Provost and Vice-President, Academic, ensure that Chairs and Directors receive appropriate orientation, training, supervision, and support.
- Oversee the administration of the faculty's programs.
- Ensure Faculty understand and operate in accordance with university policies and procedures.

2. Promoting Faculty and Staff Development

- Foster the development of the faculty and staff, in conjunction with Chairs/Directors and in accordance with the university's personnel policies and collective agreements, so that:
 - quality in teaching; research, scholarly, and creative activities; and service is encouraged, recognized and rewarded
 - appropriate standards of work performance are maintained
 - each new appointment enriches the faculty and staff
- Ensure that recruitment and appointment processes are conducted in a manner that is consistent with appointments of the highest possible academic and professional caliber and in accordance with relevant university policies/collective agreements.
- Review faculty member's annual reports, the results of evaluations of programs and instruction, and other indicators of individual and departmental performance, and provides feedback to individuals or departments and supports to Chairs/Directors in these reviews.
- Manage the Dean's office effectively while ensuring resources are well deployed and managed and, more specifically, that there is effective organization and assignment of work, good supervision, attention to staff development, and sound administration of pertinent collective agreements and university policies.
- Collaborate with the Nipissing University Student Union (NUSU) to ensure coordination of initiatives and programs aimed at enhancing student engagement.

3. Participation in Institutional Policy-Making and Management

- Participate in the development of university strategy, policies and in institutional management as a member of the senior administration and as a member of the Senate.
- Communicate and explain institutional policies and decisions to the faculty.
- Represent the views of the faculty in policy and decision-making bodies.
- Serve the University by participating in institutional initiatives, functions, and projects and by serving on standing as well as ad hoc committees.
- Participate in the development and implementation of a strategic enrolment plan to increase enrollment numbers and stabilize institutional revenues.
- Participate in the implementation of a growth management plan in order to ensure procedures are in place to measure and manage the impact growth will have on the university.

- Promote the university's indigenization and internationalization plans and processes by assisting with academic programming, curriculum transformation, and engaging in international development initiatives.
- Participation in promoting good internal and external relations.
- Ensure that there is good communication between students and Faculty and that student concerns are properly addressed.
- Promote understanding and appreciation of the programs and activities of the faculty and of the university.
- Advise the senior administration of external developments of interest to the faculty and the university and of their potential implications and suggest possible responses on the part of the university.
- Participate in internal and external quality assurance and accreditation proceedings.

4. Revenue Generation

- In conjunction with the Development Office, promote annual, capital and planned giving to the faculty and to the university by alumni, friends, corporations, foundations, and others.
- Foster and sustain revenue-generating activity consistent with the faculty's role and responsibilities and with the policies of the university.
- In conjunction with the Office of Graduate Studies and Research, promote and facilitate the securing of external funds for research.

QUALIFICATIONS:

Education: A minimum of a doctoral degree is required in a relevant field.

Training & Experience:

- At least five years of progressively responsible management experience in a university environment.
- Demonstrated accomplishments in a senior university administrative role, with superior analytical, organizational, managerial, and leadership skills, with the ability to see the bigger picture for the long-term benefit of the Faculty and the University.
- An awareness and appreciation of the different disciplines within the faculty and an understanding of their differing strengths, issues and needs, combined with the ability to see opportunities for interdisciplinary collaboration.

Knowledge/Skills/Abilities Required:

- Team building skills and a proven capacity to work constructively as both a team member and team leader at a variety of levels.
- Entrepreneurial skills, new ideas, energy and public savvy — a partnership-maker who can build bridges and develop good relationships, both within the Faculty and the University.
- The capacity to balance the autonomy, different interests and viewpoints of faculty members with the need for an overall shared vision, identity and commitment.
- The capacity to articulate a position, amass a strong argument and present it to appropriate bodies, as well as the ability to be goal-oriented while remaining attentive to collaborative processes.
- The ability to make sound, fair and perhaps difficult decisions.
- Strong conflict resolution and interpersonal skills.
- A genuine interest in students, a willingness to become personally and visibly involved in all aspects of the faculty, and a commitment to being accessible to all members of the faculty.
- Experience supporting and mentoring faculty members and assisting them in balancing the demands of teaching and research, as well as helping them gain funding, infrastructure, space and administrative recognition as appropriate.
- A commitment to expanding the faculty's research and teaching excellence, public profile and fundraising capabilities.
- A consistently demonstrated sense of fairness and commitment to equity as well as a sensitivity to the broad range of personalities, backgrounds, and viewpoints in the faculty.
- Strong communication skills in listening, speaking and writing, and the ability to interact successfully with multiple constituencies and stakeholders and promote the faculty both internally and externally.
- An understanding of institutional and fiscal realities, and the ability to work effectively within them, and prioritize and delegate appropriately.
- Vision and leadership capabilities to communicate objectives and to present confidently to various audiences.
- Understanding and commitment to working with students that reflects the student-centred focus of Nipissing University.
- Familiarity with best practices in strategic planning, risk management and funding development.

- Strong knowledge of provincial and federal agencies and funding sources.
- Strong conceptual skills to understand the goals of the University and how the functional areas within the Dean's portfolio impact upon the University, employees, and ultimately our students.
- Ability to foster and maintain relationships using good judgment, tact, diplomacy and discretion.

POSITION RELATIONSHIPS:

Supervised by: Provost and Vice-President, Academic

Employees Supervised: Department Chairs, Faculty, Instructors, Office Staff

INTERPERSONAL RELATIONSHIPS/PERSONAL CONTACTS:

Interpersonal Relationships/Personal Contacts:

- Internal and external contacts at all organizational levels are required in order to exchange, explain and interpret information or ideas, discuss problems, provide advice and negotiate contracts.
- Internal contacts include the Board of Governors, University Management Group, Senate, the Provost's team, faculty, staff, NUSU and students.
- External contacts include the Ontario Council of Deans of Arts and Science, Canadian Association of Fine Arts Deans (CAFAD), Canadian Council of Deans of Science, Deans of Arts and Social Science Canada, etc.