

NIPISSING UNIVERSITY
ASSOCIATE DEAN, FACULTY OF ARTS AND SCIENCE

Reporting to the Dean of the Faculty of Arts and Science, the Associate Dean will support the Dean in providing the leadership within the Faculty of Arts and Science and promoting the highest standards in University academic matters including curriculum development and responding to the TRC call for action; fostering teaching, research and scholarship; engaging with Indigenous and local community partners; and promoting intellectual and creative activity.

DUTIES AND RESPONSIBILITIES

1] Leadership and Promotion of the Highest Standards of Academic Matters in Arts and Science

- Facilitates the resolution of individual faculty and student complaints and matters as they pertain to grades, courses, scheduling, and program plans; supports students in achieving their best potential and in achieving the highest standard of education;
- Works closely with Academic Advising and Student Services to promote students' academic excellence;
- Assists in maintaining effective communication with the Registrar's Office, Academic Advising, Student Services, and other related departments in student-related issues;
- Works with the Chairs, Program Coordinators and faculty members on issues relating to new course and curriculum development; pedagogy and curriculum mapping;
- On behalf of the Dean, the Associate Dean oversees the IQAP process as it pertains to new course and curriculum development; chairs the Faculty of Arts and Science Academic Regulations and Curriculum Committee (ARCC); oversees First Year Foundations; and assists in maintaining the academic integrity of the programs;
- Working with the faculty and other Deans, the Associate Dean assists in ensuring that teaching and learning practices meet the University academic standards and policies;
- Contributes to the decolonizing methods and spirit of the Arts and Science curriculum and ways of teaching;
- Supports the development of experiential learning within the Faculty of Arts and Science in collaboration with Student Services, the Dean of Teaching, and the other Deans;
- Serves as the Dean's designate on various committees as assigned by the Dean;
- Works closely with the Dean on promoting the Arts and Science at the Ontario University Fair and other international, national, and regional events;
- Supports the Dean in advertising and promoting the Arts and Science programs;
- Upholds the FASBU and CASBU collective agreements and works collegially with Faculty, Administration, and Staff, cultivating collegiality, collaboration, and mindful leadership.

2] Administration and Operations

- Oversees and consults with the Dean and the Office Administrator on the CASBU part-time and full-time budget;
- Oversees and consults with the Dean and the Office Administrator on the CASBU part-time and full-time instructors' course assignments;
- Assists the Dean in the daily operations of the Arts and Science Office;
- Recommends to the Dean decisions that have budgetary implications;
- Reports to the Dean on RFR (Right of First Refusal) issues;
- Works with the Dean and the Executive closely on course cancellations and curriculum changes;
- Reports to the Dean on low enrolments and waitlists, working closely with Academic Advising and the Registrar Office;
- Works closely with the Office of the Dean's team on matters assigned by the Dean;
- Attends and contributes to the Arts and Science Executive & Faculty Council;
- Attends and contributes to NSO.

3] Relationship and Partnership Building

- Supports the Dean in promoting the highest standards of academic matters in Arts and Science;
- Upholds mindful, collegial, collaborative, and affiliative leadership;
- Supports the Dean in promoting research and teaching excellence in Arts and Science;
- Contributes to working closely with Indigenous and local community partners;
- Serves as Acting Dean in the Dean's absence;
- Works closely with the Office of the Dean's staff, the faculty, the students, and the other Deans;
- Promotes collegiality and collaboration.

QUALIFICATIONS:

Education: a minimum requirement of a Ph.D. degree in a relevant discipline

Training & Experience: any field in the Arts and Sciences; knowledge and experience in implementing Indigenous methodologies and ways of knowing are an asset.

Other Skills/Knowledge Acquired: at least three years of administrative experience in various educational capacities; excellent communication skills; professionalism; student support; collaborative spirit; and an ability to liaise with diverse community partners.

POSITION RELATIONSHIPS:

Supervised by: Dean, Faculty of Arts and Science