

NIPISSING UNIVERSITY
ASSOCIATE DEAN, FACULTY OF EDUCATION AND PROFESSIONAL STUDIES

Reporting to the Dean of the Faculty of Education and Professional Studies, the Associate Dean will support the Dean in providing the leadership within the Faculty pertaining to academic matters including fostering innovation in curriculum development; upholding high academic standards in the resolution of student issues; and promoting the interests of the Faculty.

DUTIES & RESPONSIBILITIES:

1. Academic Leadership

- Facilitates the resolution of individual faculty and student complaints on 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 Directors, 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's Academic Regulations and Curriculum Committee (ARCC); and assists in maintaining the academic integrity of the programs;
- Supports the development of experiential learning within the Faculty in collaboration with Student Services, the Dean of Teaching, and the other Deans;
- Serves as the Dean's designate on the Senate Academic Awards, Appeals and Petitions Committee.

2. Administrative Matters

- Serves as Acting Dean in the Dean's absence;
- Serves as the Interim Director of Social Work;
- Facilitates the recruitment of students;
- Oversight with International travel courses/credits and the related risk-management protocols;
- Serves as the Dean's designate on various committees as assigned by the Dean;
- Recommends to the Dean decisions that have budgetary implications;
- Works closely with the Office of the Dean's staff, the faculty, the students, and the other Deans;
- Promotes collegiality and collaboration;
- Other related assignments as determined in consultation with the Dean.

QUALIFICATIONS:

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

Training & Experience:

- Relevant administrative experience

Other Skills / Knowledge Acquired:

- Excellent communication skills
- Professionalism
- Student support
- Collaborative spirit

POSITION RELATIONSHIPS:

Supervised by: Dean, Faculty of Education and Professional Studies