



POSITION DESCRIPTION

POSITION: Associate Dean, Faculty of Science & Horticulture

DEPARTMENT: Faculty of Science & Horticulture

JOB NUMBER:

DIVISION/FACULTY: Faculty of Science & Horticulture

DATE REVISED: March 2023

ORGANIZATIONAL STRUCTURE

This position reports to the Dean, Faculty of Science & Horticulture.

PRIMARY FUNCTION

The Associate Dean is an integral member of the Faculty of Science & Horticulture leadership team, working closely with the Dean and the Divisional Business Manager to provide strategic and day-to-day administrative and educational leadership to a group of diverse departments and disciplines.

KEY RESPONSIBILITIES

1. Provides leadership and engages departments in collaborative long-term planning to ensure that Faculty and university objectives are achieved.
2. Oversees and supports program and curriculum excellence through the management and maintenance of curriculum development, program review, and revision processes.
3. Reviews and interprets University and Faculty policies and ensures student compliance.
4. Encourages and supports a research and scholarship ethos in the Faculty and facilitates research and scholarship possibilities.
5. Supervises and provides leadership to all of the Faculty's BCGEU field and lab staff by coaching, guiding and modeling key behaviors/strategies; encourages dialogue and provides guidance and advice to facilitate resolutions to work issues.
6. Chairs BCGEU and Faculty search committees; is responsible for the Faculty's hiring process, recruitment and orientation of new faculty and staff, and the retention and assignment of existing employees. This includes coverage arrangements resulting from unanticipated or pre-planned circumstances.
7. Authorizes, or endorses the authorization, of appropriate special requests, vacation schedules, leaves of absence, accountable time activities, overpayments of salary, and the assignment of auxiliary staff and substitute faculty for the School.
8. Administers and performs the faculty evaluation process.
9. Contributes to effective employee and labour relations by administering the collective agreement(s), representing management in the grievance process and consulting with Human Resources Services regarding collective agreement interpretation, as appropriate. Provides

- input to management negotiating team for collective bargaining purposes, as needed.
Respond to and resolve student complaints, appeals and academic integrity issues.
10. Reviews academic program and discipline enrollment patterns and projections and coordinates Faculty of Science & Horticulture course offerings.
 11. Prepares and reviews academic content for the University calendar/catalog and other print and electronic publications.
 12. Reviews requests and establishes/monitors mechanisms for review of academic waivers/substitutions, transfer credit, independent study and prior learning assessment.
 13. Provides leadership and shared oversight of academic programs and curriculum; facilitates academic program changes.
 14. Provides support and leadership for the Faculty of Science & Horticulture's accreditation process.
 15. Participates in development and monitoring of budget; approve expenditures as a proxy for the Dean.
 16. Serves on department, division, and University committees; represents the Faculty of Science & Horticulture/Institution at appropriate community and University bodies, committees, councils, etc.
 17. Perform related duties as assigned.

EDUCATION & EXPERIENCE

- A Ph.D. in a related discipline is preferred. A Master's degree is a minimum requirement.
- At least five (5) years of teaching experience in a post-secondary environment, including significant committee work and leadership experience.
- Experience working in a teaching-intensive post-secondary institution is an asset.
- Experience working in a unionized academic environment preferred.

QUALIFICATIONS

- Demonstrated ability to provide leadership and direction, analyze situations, and develop effective solutions.
- Outstanding interpersonal communication skills and a record of effective working relationships.
- Demonstrated ability to build leadership capacity in the Faculty by hiring, mentoring, and coaching faculty.
- Ability to respond well to working under pressure and resolve complex issues in an effective manner.
- Knowledge of academic programs, and a commitment to academic excellence; ability to advance the quality and content of programs, courses, initiatives and the student learning experience.
- Strong organizational skills applicable to operational and logistical tasks,
- Knowledge of faculty management processes and a demonstrated ability to set a tone of support and respect.
- Ability to travel between campuses is required.