



Why AUArts?

Alberta University of the Arts (AUArts) is a community of thinkers, shapers, makers and risk takers. We are students, faculty, staff and alumni rich in diversity of culture and thought, challenged to fearlessly explore what moves us, drives us, and implores us to see the world differently. As Alberta's only dedicated art, craft and design institution, AUArts has deep roots in Calgary's creative community and is proud to play an important role in nurturing creativity and driving innovation in our province and around the world.

AUArts' 1,100 students enjoy small class sizes and studio-based programming in some of the best – and biggest – arts facilities Canada has to offer. Our faculty members, some of the most talented artists, designers, and critical thinkers in Canada, are dedicated mentors which form the beating heart of AUArts and give students unparalleled opportunity to grow and flourish as they earn a Bachelor of Fine Arts in one of nine disciplines, a Bachelor of Design in one of two, or an MFA in Craft Media.

AUArts' campus includes two professional galleries, nine student-run exhibition spaces, various pop-up exhibitions, a library dedicated to art and design, and access to all the great things the neighboring Southern Alberta Institute of Technology (SAIT) campus has to offer.

Alberta University of the Arts (AUArts) is looking for a **Chair, School of Visual Art** – a strong leader who fosters collaboration and high performance; an initiator who steps up to get the job done; someone who is organized, ambitious and looking to move our institution forward.

The Opportunity (3 – 5 year term)

(Competition #1920-FE-MP-28)

As part of our academic leadership team and reporting to the Vice President, Academic Affairs & Provost, the Chair is responsible for overseeing the day-to-day operations of the School of Visual Art, ensuring that policies, procedures, and guidelines are observed and that all students, staff and faculty are engaged in a safe, welcoming, and professional learning environment. The Chair will work collaboratively with all School Chairs, university faculty, staff, and students to provide leadership regarding curricula, financial, and procedural administration, timetabling and scheduling, research and project activities, emergency operations, facilities resource management, and the management of conduct and discipline. The Chair will also serve as a role model and assist faculty, staff, and students in achieving an optimal educational experience.

This is a broad position description, with functions also covered under University policies, procedures, and collective agreements.

This role is a temporary three (3) or five (5) year term.

Key Responsibilities:

Academic Leadership

- Direct strategic and academic planning and manage cyclical program reviews.
- Provide institutional leadership to support the development and implementation of the University Comprehensive Institutional Plan and Academic Strategic Plan.
- Steward academic committees as required and ensure academic business is processed through the appropriate committee structure in a timely fashion.
- Conduct School meetings on a regular basis and maintain an open dialogue with faculty and programs.
- As designated by the Assistant Vice President, Research & Academic Affairs (AVP, RAA), assign instructional workload and university service duties to faculty.
- Facilitate appropriate timetabling of courses in consultation with AVP, RAA, Student Affairs and programs.
- Direct and facilitate the university evaluation process for faculty members.
- Maintain and support high standards for all faculty with regard to academic performance, professional growth, and university service through role modelling and mentorship.
- Communicate and collaborate with government, peer institutions, organizations and University programs/schools, senior administration and other university business units.
- Represent the University to the external community (local, national and international).
- Exercise responsibility and/or signing authority for field trips, prior learning assessment, mobility, transfer credits, grade changes and appeals, academic and non-academic misconduct, readmission, timetable changes, late admission to courses and programs, course access, office assignment, etc.

Academic Representation

- Advocate for and represent the interests of the school and programs to the university community.
- Consult and liaise with programs and faculty on a regular basis.

Faculty and Staff Supervision

- Conduct formal and interim evaluation of faculty as required or assigned and make recommendations as per the terms of Faculty Evaluation Procedure.
- Provide direction, mentorship and coaching to support the professional development of faculty and staff.
- Recommend the assignment of faculty workload as per the Collective Agreement.
- Manage remedial, disciplinary and conflict resolution processes; Collaborate with Human Resources as needed.
- Provide direction and guidance to the Educational Art Technicians and Woodshop Technicians as required.
- Make hiring recommendations and manage selection committees.

Financial Oversight and Institutional Compliance

- Steward University policies, procedures, collective agreements and guidelines, and be accountable.

- Exercise responsibility and/or signing authority for faculty travel authorizations and leave, disbursement of internal research funding, expense claims, purchase requisitions, casual timesheets, service contracts, faculty step increments, oversee operations, emergency management and school and program budgets.
- Coordinate with Student Affairs, Computer and Technical Services, Facilities and other stakeholders.
- Other duties as assigned.

Health and Safety

- Has oversight with regard to facilities, equipment and materials with respect to the University health and safety policy and program and ensuring safe staff, student and instructional experiences.

The successful candidate will have:

- Terminal degree with an arts or related specialization
- 3 – 5 years of teaching or related experience in a post-secondary environment
- Demonstrated success in administrative leadership and experience in working within a complex or bicameral governance structure.
- Strong interpersonal, organizational, public relations and teamwork skills with the ability to build effective working relationships at all levels of the institution.
- Collaborative leadership approach with the ability to manage difficult conversations and conflict in an effective manner
- Strong written and oral communication skills
- Ability to work independently and as a team member
- Initiative to set priorities and identify plans of action in support of institutional and academic objectives
- Demonstrated ability to maintain confidentiality and integrity showing respect to faculty, staff, students and members of the University community
- High level of critical and logical thinking, analysis and or reasoning to identify underlying principles, reasons or facts
- Ability to work well under pressure and meet set deadlines
- Culturally and politically sensitive

How to Apply

All interested applicants are asked to submit your cover letter, CV and a one-page leadership philosophy to **Bowen Group** at <https://jobs.bowenworks.ca/job-detail/Erecruit/30063895/>

Applications will be reviewed as they are received and will continue until the position is filled or the search is closed.

Compensation:

A competitive compensation package will be provided including an attractive base salary and benefits. Further details will be discussed in a personal interview.