

Associate Dean, Academic

Position # 002361ADM60-2022-BUS

The University of Windsor's Odette School of Business invites applications for the position of Associate Dean, Academic, commencing July 1, 2022. This is a five-year renewable term. This position is subject to final budgetary approval.

Located at one of Canada's major international intersections, the University of Windsor, considered to be Canada's most personal comprehensive university, plays a leading role in the future of the region and the Province of Ontario.

The Odette School of Business takes a balanced approach to research and teaching. The School offers varied degrees in business including an undergraduate Bachelor of Commerce Degree, a full-time MBA; an MBA for managers and professionals; an MBA-PAS (Professional Accounting Specialization); and a Master of Management in four subdisciplines (Data Analytics, Accounting and Finance, Human Resources, and Supply Chain Management). Approximately 1200 full-time, and 400 Master's-level students study at Odette. The Business School has strong contacts with business and other academic institutions. The School has recently completed an expansion strategy and has approximately 65 full-time faculty positions. The School has been AACSB accredited since 2015. For further information about the Odette School of Business visit our website at <http://www.uwindsor.ca/business>.

Reporting to the Dean of the Odette School of Business, the Associate Dean, Academic is responsible for the leadership and ongoing operations of all School activities related to faculty members and specific discipline areas within the School. The incumbent will work collaboratively and collegially with the decanal/executive team and is responsible for the development and implementation of processes to assist in faculty member development, for managing the maintenance of the School's AACSB accreditation, and contributing to the implementation and refinement of the School's strategic plan. This will be accomplished by managing and/or consulting in the following activities:

- Create and/or facilitate the development of documentation required by various internal and external accrediting agencies, engaging others in the School as required to fulfill these needs;
- Conduct, as requested by the Dean, faculty performance reviews and tenure determinations. Serve, on behalf of the Dean, as Chair of the faculty Renewal, Promotion and Tenure Committee;
- Head, on behalf of the Dean, the development of initiatives to support the School strategy in conjunction with Area Chairs and Program Directors;
- Take an active role in implementing and advancing the School's Equity, Diversity, Inclusion, and Indigenization (EDII) Strategy
- In cooperation with the Odette Research Leadership Chair (or Associate Dean, Research) and the Dean, ensure the research strategies of the School and of individual Areas and faculty members are in place and effective;
- Implement and lead, under direction from the Dean, all non-program-related parts of the School's strategy implementation and related actions;
- Initiate, administer and/or coordinate, in collaboration with the Dean and Faculty Council, all OSB academic policies, procedures, and processes as they affect faculty members;
- Be responsible for all non-program, non-finance information and its maintenance via databases or other records;
- In consultation with the Dean, oversee relevant processes for faculty complaints and grievances and their proper resolution;
- Initiate and ensure delivery of faculty career development and advice-giving processes;
- Ensure that appropriate School guidelines for faculty research, teaching, and service performance are in place, overseeing the processes that engage the necessary input and approvals;
- Represent OSB with various University groups, liaising with University officials as requested by the Dean;

- When requested by the Dean, initiate, administer and/or coordinate new faculty recruitment and appointment processes to ensure they are run in equitable, efficient and effective ways;
- In partnership with the Associate Dean, Programs, initiate, administer and/or coordinate new faculty orientations;
- Represent the Dean and the School from time to time with various constituencies, especially with business leaders, alumni, and senior University Administrators;
- Complete special projects and tasks as assigned by the Dean; and
- Attend meetings on behalf of the Dean, when appropriate.

Candidate profile:

The ideal candidate holds a Ph.D. degree in business (or a related discipline), has an established track record as an academic administrator as an Associate Dean/Program Director/Discipline (Department) Chair or brings a distinguished academic reputation and/or an impressive track record in research, teaching and service suitable for a senior administrative position. The successful candidate will have the ability to work well with Area Chairs, Program Directors, and individual faculty in implementing the School's mission and strategy with the various academic disciplines and individual faculty members. The candidate should show a record of AACSB involvement. The successful candidate must possess a demonstrated track record of working in a collegial manner with the decanal team, faculty, students, and staff. Upon appointment as Associate Dean, Academic, the candidate will be appointable as Associate or Full Professor with tenure and will have a reduced teaching load for the duration of their administrative term(s).

Application Requirements:

- a letter of application, including a statement of citizenship/immigration status;
- a detailed and current curriculum vitae;
- a teaching dossier or portfolio demonstrating potential for or evidence of teaching effectiveness and excellence that will include sample course syllabi/outlines, teaching evaluations, and a statement of teaching philosophy and interests (resources and templates for completing a teaching dossier can be found at <https://www.uwindsor.ca/ctl/502/teaching-dossiers>; and
- three (3) current letters of reference forwarded directly by the referees to the Dean at the address or email listed below. The references should speak directly to the applicant's ability to successfully fulfill the position profile.

Only those applicants selected for interview will be contacted. The short-listed candidates may be invited to provide further information in support of their applications. To ensure full consideration, complete an online application (<http://www.uwindsor.ca/faculty/recruitment/faculty-postings>) found on the job advertisement by the deadline date of **January 17, 2022**. Applications may be considered after the deadline date; however, acceptance of late submissions is at the discretion of the appointments committee.

Questions, Nominations, Applications, and Reference Letters to be sent to:

**Dr. Mitchell W. Fields, Dean, Odette School of Business,
University of Windsor, 401 Sunset Avenue, Windsor, Ontario, Canada N9B 3P4
Phone: 519-253-3000 Ext. 3091; Email: aholiga@uwindsor.ca**

The University of Windsor is a comprehensive research and teaching institution with more than 16,000 students. We are a welcoming community committed to equity, diversity, inclusion, and accessibility in our teaching, learning, and work environments. In pursuit of the University's Employment Equity Plan, members from the designated groups (women, Indigenous/Aboriginal (First Nations, Metis, Inuit) persons, racialized persons/visible minorities, persons with disabilities, and persons of a minority sexual orientation and/or gender identity) are encouraged to apply and to self-identify. If you need an accommodation for any part of the application and hiring process, please notify the Faculty Recruitment Coordinator (recruit@uwindsor.ca). Should you require further information on accommodation, please visit the website of the Office of Human Rights, Equity & Accessibility (<http://www.uwindsor.ca/ohrea>). All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.