Director, Academic Leadership Program

REPORTING AND SUPPORT
The Academic Leadership Program (ALP) Director has full responsibility for the ALP with input from the Vice-President, Academic and Provost; Associate Vice-President, Academic (AVPA) and Director of Organizational & Human Development (OHD).

The ALP Director reports to the AVPA and also has a close working relationship with the Director of OHD. Apart from the Director role, the faculty member continues to report in accordance with their primary departmental/school appointment.

The ALP Director receives administrative support from the administrative assistant in the AVPA office and/or the administrative assistant in OHD.

PRIMARY PURPOSE
• To increase the leadership potential and practice of chairs and directors of academic units, associate chairs and associate deans (henceforth collectively referred to as Academic Leaders).

• To enhance the management knowledge, skills and practices, to provide or arrange support for them during their term of office, and to advise/coach one-on-one as requested or necessary.

KEY ACCOUNTABILITIES
1. Keep up-to-date with academic leadership trends and issues

• Seek information and stay well informed on current and continuing issues relevant to the position of academic leaders by referring to the professional literature and shared best practices.

• Meet regularly with the ALP advisory group and Director of OHD. The Advisory group consists of six current chairs/directors, one from each Faculty, representing the direct views of current chairs/directors, whereas the Director of OHD provides the knowledge and skill on human development and HR policy.

• With assistance from the AVPA and/or OHD administrative assistants, liaise with other senior staff in support units (e.g., Secretariat, Police Services, Counseling, Human Resources, deans, current chairs) and consult with executive and administrative assistants in departments/schools and faculties.
• Engage the advice of Subject Matter Experts (SMEs) on areas identified of interest by ALP members or the ALP advisory group.

• Be familiar with all relevant University policies, guidelines and other documents (MOA, memos, announcements).

2. Establish the direction and priorities for the Academic Leadership Program

• In concert with Director of OHD, create an Annual Plan based on the identified institutional needs and/or trends in the field of academic leadership.

• Deliver the leadership sessions in a variety of formats (e.g., workshops, breakfast meetings, lunch forums) that speak to current situations that influence the work of academic leaders.

• Work closely with the AVPA and/or OHD administrative assistants to coordinate meeting days, times and venues, as well as the handling of room bookings, preparation and set up A/V materials, liaison with speakers/guests, sending of invitations to ALP events, recording of RSVPs and arranging for catering based on the number of attendees.

• Market and promote the annual plan and individual sessions to all academic leaders by various means (e.g., email, ALP website) including sending out event reminders.

• With help from the AVPA Administrative Assistant, maintain the ALP Website.

• Prepare and electronically distribute the ALP Newsletter once each term.

3. Implementation of the Annual Plan

• Deliver workshops alone or in in co-ordination with the Director of OHD, and/or SMEs.

• Use time efficiently and ensure that the session materials are presented at the right level and quantity – keeping in mind the limited time that academic leaders have in their schedules to participate.

• Be able to adapt in the moment to address participant questions, and know how/when to seek advice from SMEs, and bring the information back to participants in a timely manner.

• Be available for one-on-one conversations with individual academic leaders as requested.

4. Evaluate the program activities and the Annual Plan

• On a regular basis, conduct an end-of-session conversation or check-in with participants (e.g., What went well today in this session? What should we have done differently? What one thing - or more than one - can and will you take back to work and use later today, or
next week, or anytime soon?) Make any necessary or suggested changes to the current plan, and/or make note for future plans.

- Design, administer and analyze the results of evaluation questionnaires.
- Prepare an annual report on activities and ongoing priorities to be presented to the Associate Vice-President, Academic in December each year.
- Present annually an update on the ALP to Deans Council.

**POSITION REQUIREMENTS**

*Experience*
The Director must:

- have a full-time faculty appointment at the University of Waterloo, with previous experience as Chair of an academic unit or Director of a professional school for at least one term (usually 5 years). Additional experience as an academic leader beyond the chair level is desirable.

- have demonstrated interest in working with faculty members and/or other professionals in a training, development and leadership capacity.

- have demonstrated ability to collect information, plan a program, deliver and evaluate a program beyond normal academic practice.

- have productive interactions with senior administrators and with faculty and staff at all levels.

- be comfortable working with small groups and individuals in a development environment, typically an office or training room.

*Decision-making authority*

- Budgetary control of funds dedicated to the ALP (currently $35,000 – which includes funds for course releases, catering and miscellaneous other expenses)

- Ability to make major decisions about ALP programming and its future, subject to the terms of the contract and the preferences of the Vice-President, Academic and Provost.

*Physical and sensory demands*

- There are few physical demands beyond workshop fatigue.
• Some travel may be required (e.g., conference participation).

**POSITION COMPENSATION**
The ALP Director is provided annually with a two-course reduction in teaching responsibilities, paid from the Office of the Vice-President, Academic and Provost.