POSITION TITLE: Vice-President, Academic and Dean  
DEPARTMENT: President’s Office  
REPORTS TO: President and Vice Chancellor  
EFFECTIVE DATE: May 1, 2021

General Accountability
The Vice-President, Academic and Dean (VPAD) reports to the President and serves as the senior academic officer of the College. The VPAD is understood to be a partner with the President in supporting and encouraging the President’s vision of collegial leadership. This relational informed leadership model is based on shared authority, respect, and mutual accountability reflecting a commitment to equity and inclusion. The VPAD shall be prepared to replace the President in the event of unexpected or planned absence from their work at the College.

Nature and Scope
The President delegates primary responsibility for development and oversight of undergraduate and graduate degree programs to the VPAD. With a lens towards equity, diversity, inclusion, and decolonization, the VPAD is responsible for curriculum development, academic strategic planning, and faculty oversight. As well, the VPAD oversees student academic life, including issues of academic integrity, the office of the Registrar, the Library, and Marketing and Recruitment. The VPAD shall represent Renison on those bodies of the University of Waterloo related to the responsibilities they hold at Renison.

Level of Responsibility: This job consists of specialized work with minimal supervision and requires the VPAD to oversee a budget related to the various areas of responsibility as well as being responsible for several direct reports.

Interpersonal Contacts: The VPAD lives at the nexus of many core networks of relationships both of Renison University College and the University of Waterloo and must build strong interpersonal connections throughout. The VPAD should be able to provide leadership and be responsive to their teams’ needs in their area of responsibility, and to work collaboratively as a member of other teams of which they are a part.

Decision Making Authority: The VPAD both facilitates decision making in key areas and is a decision-maker. The VPAD collects sufficient information to make measured and thoughtful decisions with a thorough understanding of the impact of those decisions.

Physical and Sensory Demands: This role is a demanding senior administrative position with the usual stress and time expectations of such a role.

Key Accountabilities

Degree Program Oversight and Development
- Oversees Renison’s degree programs, providing guidance and support to academic units for strategic planning and curricular matters
- Provides innovative leadership ensuring the success and growth of degree programs
- Direct reports include: Administrative and Research Officer

Oversight of Chairs and Faculty
- Oversees and mentors Department Chairs and Directors; shares responsibility with Chairs and Directors for recruitment, mentorship, and career development of faculty
- Manages faculty policies and processes (promotion and tenure, sabbaticals, performance, discipline, etc.) in accordance with the Collective Agreement
- Direct reports include: Chairs and degree Program Directors
Committee Work

Renison
- Academic Council of Renison (Chair) and its sub-committees
  - Academic Promotion and Tenure Council (Chair)
  - Research Committee (oversight)
  - Teaching Committee (oversight)
- President’s Cabinet
  - Managing Directors Group (MDG)
  - Dean’s Advisory Council (DAC)
- Affiliated and Federated Institutions of Waterloo (AFiW) Dean’s Committee

University of Waterloo
- Senate Undergraduate Council (SUC)
- Senate Graduate Research Council (SGRC)
- Arts Faculty Council (AFC)
- University Operations (UOPs)
- Provost’s Advisory Committee on Timetabling (PACT)
- Meetings of the Associate Deans

Academic and Enrolment Support Services
- Ensures academic support services which include the Renison Library, Registrar’s office, and Marketing and Recruitment are well-integrated with other areas of the college
- Coordinates enrolment management strategies with Renison’s academic departments and services with a goal of long-term strategic enrolment growth and retention of students, including pathways for members of marginalized communities
- Direct reports include: Librarian, Registrar, and the Director of Marketing and Recruitment (dual report)

Student Academic Matters
- Oversees student academic matters including student discipline cases, student grievances, and accessibility matters in an academic context

Teaching and Research
- As a teacher and a scholar, the VPAD normally teaches at least 1 course per calendar year
- The Dean’s role carries an expectation of research or other special initiatives, appropriate to the balance of responsibilities defined in the job description

Qualifications
- PhD or equivalent
- Proven track record as a research scholar and as a teaching faculty member
- Experience in academic administration, with strong skills in undergraduate and graduate academic planning and managerial leadership
- Demonstrated activity of prioritizing and implementing equitable, diverse, and inclusive strategies related to staff, student, and faculty recruitment; program innovation and growth; and community partnerships
- Exceptional relational skills in building and supporting communication channels and sustaining relationships between areas of the College
- Skills in conflict resolution and effective communication aimed at the development of a balanced and effective academic communal life; highly developed interpersonal and negotiation skills
- Effective listening skills, which support measured, reasoned and reflective responses in a timely fashion
- Ethic of integrity with proven ability to exercise tact, judgment and diplomacy while maintaining confidentiality
- Strategic and pragmatic thinker and an accomplished problem solver with the ability to quickly assimilate, analyze and interpret information
- Ability to manage competing demands within agreed deadlines

Working Conditions
This senior administrative position is on deck Monday to Friday through regular office hours with periodic travel, evening and weekend work as a function of this position for special events and participation in school functions as agreed upon with the President.