



EXECUTIVE BRIEF

Kwantlen Polytechnic University

OVERVIEW

KPU has played an important role in the development and delivery of post-secondary education in British Columbia for over 30 years. During this time, KPU has educated more than 200,000 citizens, and made significant contributions, economically, socially and culturally to the communities of Langley, Richmond, Surrey, Delta and beyond. Initially established by the government of British Columbia in 1981, KPU has undergone mandate changes from a college, to a university college, and in 2008 becoming a polytechnic university.



KPU is a regional polytechnic university that focuses on teaching and learning. It serves a large and densely populated region in the lower mainland of BC with four campuses—Richmond, Surrey, Langley and KPU Tech in Cloverdale—spread across 42km. Through the four campuses, together with online and off-site offerings, KPU offers a range of credentials, including apprenticeship training, certificates, diplomas, associate degrees, bachelor's degrees, and post-baccalaureate credentials.

Almost 20,000 students annually (about 11,600 full-time equivalents) make selections from a growing list of programs, many of which are unique, in: natural sciences, horticulture, business, social sciences, liberal arts, trades, technology, design, health, as well as academic upgrading and continuing and professional studies.

Our polytechnic approach means that we combine academic excellence with hands-on, applied learning. Our unique programs include the only graphic design for marketing program in Canada; one of the two fashion design degrees in the country; the only undergraduate journalism program in the region; and the only brewing diploma program in the province.

Known for the exceptional learning environment it offers, KPU delivers a wide range of programs across seven Faculties, which include:

- Faculty of Arts
- School of Business
- Wilson School of Design
- Faculty of Science and Horticulture
- Faculty of Health
- Faculty of Academic and Career Advancement
- Faculty of Trades and Technology

KPU offers a balanced approach to education by providing teaching and learning excellence, co-operative work experiences, open access, laddered education programs, and vibrant scholarly environments that meet community and industry needs. The University is committed to innovation that is relevant to student learning; access and opportunity for individuals across diverse social and cultural groups; collaboration with community partners; responsiveness to local government, business, and industry needs; and civic responsibility.

To ensure ongoing responsiveness to the communities throughout its regions, KPU provides:

1. Programming relevant to individual learners, diverse social and cultural groups, and labour market need;
2. Practical educational experiences that prepare learners for careers as well as graduate study;
3. Experiential learning that engenders community leadership and civic responsibility.

HISTORY

Kwantlen College was formed in 1981 after separating from Douglas College. Following a provincial government initiative designed to increase access to degree programs in British Columbia in 1988, KPU became one of five community colleges re-designated as university colleges with authority to offer baccalaureate degrees. In 1995, they were awarded the authority to offer degrees under their own authority and name. Through an amendment of the University Act in 2008, the Legislative Assembly of British Columbia re-designates Kwantlen University College to Kwantlen Polytechnic University, in recognition of its “versatility in providing academic, trades and horticultural training.”

A link to this University Act can be found at: [University Act](#)

On October 24, 2008, KPU became a member of the Association of Universities and Colleges of Canada (now Universities Canada). Universities Canada has quality assurance benchmarks and requirements to validate the professional practices and standards of member institutions and facilitate a student’s ability to progress from undergraduate to graduate programs and universities across Canada and the world.

Testament to KPU's program quality is acknowledgement of the University by many national and international organizations. KPU's Business, Nursing, Interior Design, and Environmental Protection programs are accredited nationally and / or internationally:

- Business—Association of Collegiate Business Schools and Programs
- Nursing—Canadian Association of Schools of Nursing
- Interior Design—Council for Interior Design Accreditation
- Environmental Protection—Canadian Council of Technicians and Technologists

In addition, in 2009 KPU achieved exempt status for degree approval from the Province's Degree Quality Assessment Board.

STRATEGIC PLAN

The KPU Strategic Plan: *VISION 2018* is the result of nine months of discussions both internally and with KPU's external communities. It builds upon related work undertaken over the past few years and an ongoing analysis of the environment in which it operates.

KPU's vision and goals have been tested against the expectations of the communities it serves and against scenarios for the future of our region and our province. The three themes of Quality, Relevance and Reputation capture both the challenges and the opportunities that present themselves to KPU.

All great cities and towns have vibrant and well recognized universities and colleges. Improving quality and relevance at KPU will build our reputation and so contribute to the evolution of our region. KPU will be sharing the progress towards its vision openly and regularly, and thereby generate the momentum needed for the University and its communities to mutually support each other, and to grow and thrive together. *VISION 2018* is a bold strategic document that harnesses the palpable optimism, passion and dedication of everyone at KPU.

Governance & Administration

BOARD OF GOVERNORS

The Board of Governors is comprised of a dedicated and experienced group of professionals who provide governance to the organization. It is comprised of the individuals listed below:

Lisa Skakun / Chair, Community Member

Appointed to the Board on July 31, 2012, Lisa Skakun is a member of the Senior Executive Team for one of Canada's largest credit unions. As Coast Capital Savings' first ever General Counsel, she also serves as Corporate Secretary and works closely with the Board of Directors on a variety of board matters.

Douglas Beaton, Community Member

Douglas is an Executive Director in Deloitte's Financial Advisory group. Based in Vancouver, Douglas specializes in the delivery of strategic advice to clients engaging in financings, acquisitions, mergers, divestitures and restructurings. He has extensive experience advising on international transactions and has worked across a wide spectrum of sectors.

Sandra Case, Community Member

Sandra Case is the Vice President, Human Resources and Labour Relations for Port Metro Vancouver and has more than 20 years of human resources and labour relations experience. She began her career as a labour and employment lawyer and worked for various high profile law firms. She has also worked at the University of British Columbia handling bargaining and management exempt issues and led the human resources/ labour relations consulting function at the Community Social Services Employers' Association as director, human resources and labour relations services.

Tanya Corbet, Community Member

Tanya Corbet is a Member of the Tsawwassen First Nation and as such, she is extremely passionate about her community and providing a strong and sustainable future for the next generation. Tanya was born, raised, and currently resides on TFN lands with her family - including 13 year old daughter Isabella and 10 year old son James.

Dr. Alan Davis, President and Vice-Chancellor / ex-officio

Dr. Alan Davis was appointed President of Kwantlen Polytechnic University September 1, 2012. A native of Reading, England, Dr. Davis has held leadership positions at renowned institutions in the United States and Canada, including roles at the British Columbia Open University, Athabasca University, Niagara College and Vancouver Community College. Most recently, he served as President of Empire State College at the State University of New York.

Allison Gonzalez, Student Representative

Marc Kampschuur, Faculty Representative

Elected to the Board of Governors effective September 1, 2014 for a three-year term of office, Marc Kampschuur is an instructor in the Faculty of Business. He is a Chartered Accountant as well as a lawyer. Over his ten-year tenure with KPU, Mr. Kampschuur has served on Senate as a representative of the Faculty of Business and served on various Senate, Kwantlen Faculty Association and School of Business committees. Based on his professional qualifications, practical experience and service to the KPU community, Mr. Kampschuur hopes to be a positive contributor to KPU's Board of Governors.

Jamie Kokoska, Community Member

Jamie Kokoska is Director, Investor Relations with Ritchie Bros. Auctioneers (NYSE & TSX: RBA). Previously, she was Vice President, Investor Relations and Corporate Communications with Canaccord Genuity Group (TSX: CF). Active in her community, Ms. Kokoska serves as a member of the Executive Committee for the British Columbia Chapter of the Canadian Investor Relations Institute, and has served as a Committee Member for Women in Capital Markets (Toronto) and the Vancouver Board of Trade: Leaders of Tomorrow program. She holds her Master of Business Administration in Strategic Management from Queen's University, Bachelor of Business Administration from Kwantlen Polytechnic University, Certificate in 2D (Graphic) Design from Emily Carr Institute of Art and Design, and Diploma in Marketing Management from Kwantlen University College.

Michael McAdam, Community Member

Appointed to the KPU Board of Governors in 2016, Michael McAdam is the President and CEO of Bloomstar Flowers, Canada's largest importer of fresh-cut flowers. He is a seasoned senior executive with a unique blend of experience in operations, strategy, and financial leadership roles in a variety of industries. Michael has helped underperforming organizations and has a track record of turning around manufacturing, services, not for profits and publishing companies. He brings his drive and focus for winning – in an ethical and fair manner – to all that he does.

Michael has been granted a designation by the Institute of Corporate Directors in 2014, after successfully completing the Director's Education Program by Rotman's School of Business. He has just completed his 7 year term on the Board of Governors of the CGA-BC association, after a historic merger with the two other accounting associations forming the new CPA-BC association. During this transition, Michael sat on the joint CPA Board of BC.

Hanne Madsen / Vice Chair, Community Member

Appointed to the Board July 31, 2014, Hanne Madsen is currently Chair of GroYourBiz, a peer to peer advisory board that assists women business owners. From 1986 to 2010 she was President of DanFoss Couriers and Freight in Delta, a thriving transportation operation that provided regional, national and international delivery service to over 3000 clients. Ms. Madsen served on the board of the BC Trucking Association for 14 years, both as a director and Chair. She was also a founding director of the Transportation Safety Council of BC. In 2008 she was presented with

the Service to the Industry Award by BCTA and in 2012 Ms. Madsen was appointed as a member of Diversity 50 by the Canadian Board Diversity Council.

Suzanne Pearce, Faculty Representative

Elected to the Board effective November 1st, 2015 for a three year term of office Suzanne is an instructor in the Chemistry Department. With 20+ years at KPU, Suzanne brings a wide range of experience as well as a knowledge and understanding of KPU's history. She has served on numerous departmental, institutional and Faculty Association committees as well as a previous term on the Board of Governors.

Kim Rose, Professional Support Staff

Elected to the Board as of September 1, 2015 for a three-year term of office, Kim Rose is currently the Instructional Associate Coordinator in Access Programs for People with Disabilities (APPD) and Marketing Coordinator for the Faculty of Academic and Career Advancement. Kim has worked at KPU since November 2001, and has served on a variety of Faculty and KPU committees over the years. Kim brings a wide range of experience from both KPU and her community work to the Board. Kim recently completed a 3 year term as a KPU Senator representing Professional Support Staff and as Chair of the Senate Standing Committee on Policy Review. She looks forward to contributing to the Board during her term.

George Melville, Chancellor

Installed as KPU's second Chancellor on October 1, 2014, George Melville is one of Canada's most distinguished entrepreneurs, a highly accomplished restaurateur, a philanthropist, a communitarian, a KPU honorary degree holder and a man who calls B.C. home. Over the course of 40 years, he and his business partner, Jim Treiving, have together grown the well-loved, number one casual dining brand, Boston Pizza, into the international success that it is today.

Praveen Vohora, Community Member

Praveen is the founding Partner of "Vohora LLP" a Chartered Professional Accounting firm. His leadership of the firm in the last 40 years has helped in expanding the firm from its humble beginning in Prince Rupert, BC to establishing an office in Surrey and Vancouver.

Eric Wirsching, Student Representative

Eric is a fourth year student enrolled in KPU's Sustainable Agriculture program and is pursuing a minor in Policy Studies. Prior to his election as a KPU Board member, Eric served two terms as a Director of the Kwantlen Student Association and one term as Vice President, Student Life. During his time with the KSA Eric served as Chair of the Student Life Committee and Chair of the Finance Committee. Eric also served one year as a Student Representative on KPU's Science and Horticulture Faculty Council. He volunteers with various community groups, frequenting the Zaklan Heritage Farm in Surrey.

Before joining the KPU community, Eric's life experiences led him to question how he could best contribute to improving the sustainability of human society. Seeing food security as the most fundamental challenge of the future lead him to enroll at KPU. He is grateful for the support he has found in KPU faculty, students, and community members, and looks foreword to applying the knowledge and experiences he has gained upon graduation.

For more information on KPU's Board of Governors and other corporate governance topics, please visit: <http://www.kpu.ca/governors>

UNIVERSITY EXECUTIVE

KPU's Senior Administrative Team consists of the following individuals:

- Alan Davis / President & Vice Chancellor
- Salvador Ferreras / Provost & Vice President, Academic
- Jane Fee / Vice-Provost, Students, Academic
- Jon Harding / Vice President Finance and Administration
- Marlyn Graziano, Executive Director, External and Government Affairs
- Lori McElroy / Executive Director, Institutional Analysis & Planning
- Joanne Saunders / Executive Director, Marketing and Recruitment
- Shelley Wrean / General Counsel
- Stephanie Chu, Vice Provost, Teaching & Learning
- Keri van Gerven / University Secretary and Confidential Assistant to the President

Strategic Planning

KPU's Strategic Plan: [VISION 2018](#) is the result of months of discussions both internally and with KPU's external communities. It builds upon related work undertaken over the past few years and on our ongoing analysis of the environment in which we operate.

VISION 2018 includes the following areas of priority related to the role of the Associate Dean:

- 1 Ensuring a well-managed, integrated and transparent organization that supports learning:**
 - Implement an integrated system that aligns institutional plans, allows for strategic allocation of resources and facilitates the articulation of, and report on, annual goals and priorities
 - Institute effective quality assurance processes that allow for regular review of all areas of the University
 - Review and adjust KPU's procedures to ensure efficiency and effectiveness
Broaden the modes and increase the frequency of communication within the University community in order to enhance transparency, decision-making, collaboration and relationship-building among departments
 - Implement initiatives that will attract, support, engage and retain KPU's people and create an environment where all employees see themselves as contributing to student learning
 - Continue to enhance environmental sustainability efforts on campus
 - Create an inclusive and safe learning environment for everyone at KPU

- 2 Ensuring that the impact of KPU's community engagement has doubled by 2018**
 - Implement a coordinated approach to document, expand, measure and celebrate effective partnerships with KPU's communities
 - Establish KPU as a key partner in regional economic development
 - Create distinct campus identities within the unifying institutional vision

- 3 Integrated Planning**

Recognizing that no part of the University operates in isolation, ensure that KPU has committed to integrated planning: a holistic approach to coordinating all planning, resource allocation and accountability activities.

- Ensure that all planning is aligned with the strategic plan in all areas
- Articulate annual goals and priorities
- Allocate scarce resources to meet these goals and priorities
- Measure the achievement of the University's goals
- Communicate the results effectively
- Create space for innovation

About Metro Vancouver

The Metro Vancouver region is well known for its breathtaking landscape, cultural diversity and vast economic potential. In recent years, British Columbia's international profile has surged, thanks to the reputation the city of Vancouver has garnered as one of the world's top five livable cities. Vancouver's



excellent quality of life helped BC win the honour of hosting the 2010 Olympic and Paralympic Winter Games, and the city continues to develop at a rapid pace. With a population of nearly 2.2 million, Metro Vancouver is the largest metropolitan centre in Western Canada. It is a truly dynamic place to live and build a rewarding career.

The Metro Vancouver region consists of 21 municipalities, including: Abbotsford, Anmore, Belcarra, Bowen Island, Burnaby, Chilliwack, Coquitlam, Delta, Langley City, Langley Township, Lions Bay, Maple Ridge, New Westminster, North Vancouver City, North Vancouver District, Pitt Meadows, Port Coquitlam, Port Moody, Richmond, Surrey, Vancouver, West Vancouver, and White Rock, as well as several others. Each municipality possesses a unique identity, presenting countless possibilities to suit any individual's ideal lifestyle.

Most recently, the Economist Intelligence Unit conducted a worldwide study that named Vancouver *the world's most desirable place to live* (out of 127 cities worldwide) for its desirable level of stability, healthcare, culture, environment, education, and infrastructure.

For more information on Metro Vancouver, please visit www.tourismvancouver.com

KPU's four campuses are located in Surrey (2 campuses), Richmond and Langley. The region includes the traditional lands of the Musqueam, Tsawwassen, Squamish, Semiahmoo, Katzie and Kwantlen First Nations. KPU proudly takes its name from the Kwantlen First Nation: it means "tireless runner", or "tireless hunter"

SURREY

Spread out between the south bank of the Fraser River and the Canada/US border crossing, Surrey is two-and-a-half times the geographic size of Vancouver and is BC's second most populous city. The fast growing municipality, consisting of the communities of Whalley, Fleetwood, Guildford,



Newton, Cloverdale, and South Surrey, boasts a diverse array of cultures and truly has an international flavour.

Surrey's recreational facilities are home to numerous local, provincial, national and international sporting events, including the world famous Cloverdale Rodeo. More

artistic endeavors, such as catching a live performance at the Bell Performing Arts Centre or viewing unique local art at the Surrey Art Gallery are easily accessible. Local families and students enjoy close proximity to schools; Surrey is home to 99 elementary schools, 19 secondary schools, 23 independent schools, and two highly-renowned post-secondary institutions, KPU and Simon Fraser University. Strategically located on the United States border to the South and the Fraser River to the North, Surrey is part of the Gateway to the Pacific, making it a preferred destination for business meetings and conferences in today's dynamic business world. Surrey has numerous shopping opportunities for the discerning shopper, with everything from quaint specialty shops to Central City and Guildford Town Centre.

For more information on Surrey, please visit www.surrey.ca.

RICHMOND

The city of Richmond is a diverse and geographically unique community, centrally located 20 minutes from Downtown Vancouver and 25 minutes from the US border. With the coastal mountain range as a backdrop, the city is home to over 188,100 people and consists of a series of fifteen islands nestled in the mouth of the Fraser River. Over the last several decades, Richmond has undergone rapid growth and change, transforming from a rural, local community into an



international city with a balance of urban, suburban, and rural areas. With a large part of its population growth attributed to immigration from Asia, the city is joining Vancouver as a mecca for international culture and cuisine.

Residents and visitors alike enjoy a variety of accommodations, excellent restaurants, shopping centres, unique historic sites, beautiful parks and gardens, excellent cultural and entertainment facilities as well as superb recreation facilities.

Richmond prides itself of a comprehensive, convenient, and highly accessible transportation system. With around-the-clock bus services and the Canada Line sky train system, residents and visitors have easy and fast access to neighbouring cities. In addition, Richmond is home to the Vancouver International Airport (YVR), the country's second busiest airport.

Richmond strives to be to the most appealing, livable and well-managed community in Canada. The City has been the recipient of numerous awards for management and innovation. This is clearly reflected in the quality of life of Richmond's citizens. According to Statistics Canada, residents of Richmond have the greatest life expectancy in all of Canada. Longevity in Richmond is attributed to its moderate climate, a prosperous service sector economy, active lifestyles, low crime rates, and healthy diet.

For more information on Richmond, please visit www.richmond.ca

THE CITY OF LANGLEY

The city of Langley, comprised of six residential neighbourhoods, is located on the eastern portion of the Greater Vancouver Regional District, about a one-hour drive southeast from Vancouver. Since becoming a City in 1955, the City of Langley has managed to retain its small city atmosphere and community spirit while at the same time offering all the amenities and recreational opportunities of a major urban centre.

The Langley 2004 Community Survey conducted by the Ipsos-Reid Corporation (a professional polling firm) determined that the city of Langley has set a very high bar for itself and other municipalities in the province. Virtually every resident (96%) rates their overall quality of life in



Langley to be “very good” (37%) or “good” (59%). Not only is there a baseline perception that quality of life is good, but there is also a sense that it is improving. Three-in-ten (32%) of residents say the city’s quality of life has improved over the past five years.

Nearly all residents (96%) say they are satisfied with “the overall level and quality of services provided by their local

municipality”, including four-in-ten (39%) who are “very satisfied.” Eight-in-ten residents (82%) agree “Langley is a place where residents feel safe and secure.” Comparing these results to those of other municipalities shows that the City of Langley is in the upper tier in terms of residents’ perceived quality of life.

For more information on Langley, BC, please visit www.city.langley.bc.ca

THE TOWNSHIP OF LANGLEY

The Township of Langley is largely a suburban community of about 105,000 that surrounds the City of Langley. While parts are increasingly urban, the periphery (particularly in the South and Southeast) maintains its agricultural nature. The neighborhoods of



Willoughby and Walnut Grove are quite suburban, and feature large numbers of big-box stores, the Willow Brook Shopping Centre, and the theatre complexes. Other areas of the city feature Fort Langley National Historic Site, the Twilight Drive-in, the Canadian Museum of Flight, numerous parks, rivers, and horse farms (which garner Langley the title of "Horse Capital of British Columbia." The Otter Co-op is a major commercial and agricultural centre for the community of Aldergrove.

For more information on the Township of Langley, BC, please visit <http://www.tol.ca/>



THE OPPORTUNITY

Associate Dean, Wilson School of Design

Established by the government of British Columbia in 1981, Kwantlen Polytechnic University (KPU), has four campuses located in the Metro Vancouver region of British Columbia. KPU offers bachelor's degrees, associate degrees, diplomas, certificates and citations in more than 120 programs. Almost 20,000 students annually attend courses at KPU campuses in Surrey, Richmond, Langley, and Cloverdale.

KPU currently offers a range of credentials, many of which are completely unique to successfully meet the evolving needs of regional and global employment markets. Students have the opportunity to bridge certificate and diploma credentials into bachelor's degrees, creating the option of academic and professional enhancement of applied and technical programs.

Located at the Richmond Campus of KPU, the Wilson School of Design is a leader in design education, engagement and innovation, and plays a significant role in shaping design leaders for tomorrow. Located on Canada's spectacular West Coast, the Wilson School of Design currently offers seven unique programs including fashion marketing and foundations, interiors, graphics, product and technical apparel design. With its purposefully small class sizes, hands-on and experiential learning approaches, faculty expertise, direct connection with industry, and advanced technological resources, it fosters a deep commitment to design thinking and design process. This focus and its rigorous combination of theoretical knowledge and applied market-driven activity result in graduates stepping into pivotal roles in BC's creative industries and becoming design innovators, strategic technologists, and transformative leaders.

The Wilson School of Design is entering an exciting period of growth and expansion with the construction of a new \$36 million building that will house its activity. This new 6,000-square-metre facility will include innovative teaching studios and classrooms, sewing and production labs, testing and gallery space, and student study areas. The new facility is scheduled for completion by the end of 2017, with students starting classes in January 2018.

In conjunction with the Dean, the Associate Dean will assist in providing overall leadership to the Faculty, including long-term planning, academic development, and the collaborative management of the Faculty's financial, administrative, and human resources.

You will bring relevant leadership experience, accompanied by a minimum of 5 years' experience as a design educator within a post-secondary environment. Preference will be given to candidates with a Ph.D but consideration may be given to other candidates with a relevant Master's degree. The successful candidate will also bring a minimum of 5 years of significant industry experience as a designer, and will have a deep commitment to excellence in teaching. You will be a motivated team player, a highly collaborative colleague, and should be drawn to the idea of leading change in a period of growth and innovation. This appointment, which is renewable, is for three years and is expected to commence in the Spring of 2017.

CANDIDATE PROFILE

Priority Criteria for Candidate Assessment

Leadership: Results-oriented, student-centred leader with a strong work ethic and ability to build capacity and support leadership development in others. Demonstrates success in developing and implementing strategies for recruiting, orientation, and retaining of faculty. Adopts an inspiring and engaging leadership style with the ability to mentor others to achieve their highest potential. Utilizes a collaborative leadership approach to build co-operative relationships and support change. Serves as a positive representative for the Wilson School of Design with internal and external communities, and enthusiastically embraces role of advocate for faculty and students within those contexts.

Relationship Builder: Works collaboratively, and with passion, to realize a unique Wilson School of Design mandate that is aligned with the University's Vision and Commitments. Understands and supports the Wilson School of Design's cultural values and those of KPU. Demonstrates respect for individuals at all levels of the organization as both a leader and a colleague. Demonstrates outstanding interpersonal skills, including proven experience with conflict resolution. Demonstrates confidence, personal integrity, negotiation skills and exceptional ability to build and maintain working relationships with a variety of stakeholders. Maintains dual focus on outcomes and relationships through energy, passion, optimism, flexibility and adaptability.

Problem Solver: An intuitive problem solver and independent thinker with strong design acumen and attention to detail. Demonstrates the ability to think strategically, investigate and analyze complex issues, and develop effective solutions that enhance overall Wilson School of Design relationships, goals and initiatives. Values and builds on the expertise of others.

Academic Planning: Knowledge of and proven success in development and delivery of post-secondary academic programs with strong commitment to academic excellence within University environment and student-centered culture of accessibility and advocacy. Champions a shared understanding of standards with respect to quality, consistency and student learning outcomes. Demonstrates ability to oversee academic program planning and course offerings, support curriculum initiatives and projects, move accreditation processes forward, and contribute to the Wilson School of Design strategic planning through cultivating a culture of collaboration and collegiality. Supports student progress through their academic plans.

Education: A related Master's Degree is required (PhD is preferred).

Experience: Significant experience as a design educator in a post-secondary environment together with a minimum of five years of experience in a design industry. Demonstrates success in leadership roles and possesses strong administrative skills. Has had significant involvement in committee work including demonstrated contributions/achievements.

Administrative Expertise: Understanding of university governance and the dynamics of working in a complex unionized environment. Demonstrates strong organizational skills for operational and logistical tasks. Understands importance of recognizing, valuing and leveraging the skills and abilities of team members to meet and exceed goals. Knowledge of budgeting and faculty management processes.

POSITION DESCRIPTION

Reporting to the Dean, the Associate Dean will assist the Dean in overall leadership of the Wilson School of Design and will have the following main accountabilities:

Leadership and Education Planning

- Providing leadership and engaging departments in collaborative long-term planning to ensure that faculty and University objectives are achieved;
- Supporting development of key teaching and learning initiatives across the Wilson School of Design;
- Providing leadership and support for program and curriculum excellence to coordinators and faculty by facilitating program development, evaluation, and renewal processes;
- Supporting the development, implementation, and review of educational plans for the Wilson School of Design;
- Developing strategic enrolment management and supporting marketing processes to increase student enrolment;
- Supporting external accreditation processes;
- Supporting faculty participation in applied research;
- Supporting faculty to actively develop community partnerships, and seek grants and externally funded opportunities for community partnership programs.

Human Resources Management

- Assisting the Dean in forecasting faculty renewal requirements and developing comprehensive Faculty succession plans;
- Providing orientation and support for the professional development of faculty;
- Conducting the Faculty Performance Review process;
- Participating on Faculty Search Committees and providing leadership and guidance for the search, in conjunction with the Dean.

Academic and Student Issues Management

- Monitoring and supporting the Strategic Enrolment Management Plan, including student recruitment, progression, and completion, and alumni engagement;
- Responding to and managing the resolution of student complaints, appeals, and academic integrity issues in accordance with University policies;
- Reviewing requests and establishing/monitoring mechanisms for review of academic waivers/substitutions, transfer credit, independent study, and prior learning assessment;
- Supporting student engagement and a quality education experience.

Administration and Financial Management

- Assisting the Dean and Divisional Business Manager, as needed, with preparation and oversight of operating and capital budgets for continuing education and professional development programs;

- Ensuring faculty workload assignments and course scheduling align with budgetary allocations and the Wilson School of Design Academic Plan;
- General administration including reviewing and implementing policies and contributing to the development of data and management systems.

External and Internal Affairs

- Establishing strong and collaborative relationships with internal stakeholders including students, faculty, staff, and bargaining agents;
- Developing and fostering strong relationships with industry and the community,
- In conjunction with the Dean, acting as a representative of the Wilson School of Design and Kwantlen Polytechnic University on external committees, boards, and events;
- In conjunction with the Dean, acting as a representative of the Wilson School of Design in liaison activities with other Faculties, academic departments, administrative units, and bodies internal to the University as needed;
- Performing other duties as requested.

QUALIFICATIONS

- A Ph.D. in a related discipline is preferred. A related Master's degree is required;
- Minimum of five (5) years of significant industry experience as a designer;
- Minimum of five (5) years as a design educator in a post-secondary environment
- Significant committee work and leadership experience;
- Knowledge of current and emerging trends in design education and research;
- Demonstrated ability to provide leadership and direction, support change management, analyze situations, and develop effective solutions;
- Outstanding interpersonal communication skills and a record of effective working relationships,
- Experience working in a unionized academic environment;
- Demonstrated ability to build leadership capacity in the Wilson School of Design by hiring, mentoring, and supporting others;
- Knowledge of academic programs, a commitment to academic excellence, and the ability to advance the quality and content of programs, courses, initiatives, and the student learning experience;
- Excellent administrative and organizational skills applicable to operational and logistical tasks;
- Knowledge of budgeting and management processes.

KEY OPPORTUNITIES

Key opportunities for this position include:

- **Supporting an exciting period of expansion and change as the Wilson School of Design moves into a new 6,000-square-metre facility in December 2017.**
- **Helping to increase the profile of the Wilson School of Design within the design community, both domestically and internationally.**
- **Supporting the development and expansion of programs including Continuing Professional Studies.**
- **Nurturing and growing research and development opportunities.**