



POSITION DESCRIPTION

POSITION: Dean, Faculty of Trades and Technology

DEPARTMENT: Faculty of Trades and Technology

JOB NUMBER:

DIVISION/FACULTY: Faculty of Trades and Technology

DATE REVISED: March 2022

ORGANIZATIONAL STRUCTURE

This role reports to the Provost and Vice President, Academic. Reporting directly to this position are the Associate Dean, Divisional Business Manager and faculty members.

PRIMARY FUNCTION

Reporting to the Provost and Vice President, Academic, the Dean, Faculty of Trades and Technology is responsible for the strategic leadership and ongoing operation of the Faculty of Trades and Technology at Kwantlen Polytechnic University (KPU). This includes long-term strategic planning, academic development, and the collaborative management of the Faculty's financial, administrative, and human resources. The Dean plays a major role in encouraging relationships between KPU and the external community. The Dean also has a commitment to academic excellence, and to advance new programming opportunities, the quality and content of programs, courses, initiatives, and the student learning experience. The Dean, Trades and Technology ensures that a culture exists within the administration and the faculty to provide students with a high-quality education and high-quality services so that the student experience at Kwantlen Polytechnic University is a positive one.

KEY RESPONSIBILITIES

1. Serves as a member of the Decanal team of the University and participates in the strategic planning of the University and the Faculty.
2. Leads the faculty in accordance with the powers and duties laid out in the University Act.
3. Serves on Senate and other University Committees as required, and reports to the official bodies of the University and to University administrative offices on academic and administrative developments related to the Faculty.
4. In consultation with the Faculty, develops and implements a strategic plan that provides the vision and direction for the Faculty. Identifies and maintains institutional priorities that are consistent with the President and Provost's strategic plan.
5. Ensures that there are both annual and long-term academic plans that set out specific academic programming objectives for the Faculty for each year. Communicates, motivates, guides and directs all those involved to contribute fully to the Faculty's and University's academic plan and objectives.

6. Promotes, develops and maintains the highest standards of scholastic excellence in all aspects of Faculty activities. Cultivates a climate of scholarly activity and academic liveliness that adds to the intellectual capital of the University.
7. Ensures the quality and relevance of research, publications, conferences and institutional linkages are in accordance with the guidelines defined by the University.
8. Establishes procedures and standards for recruiting and admitting a qualified and diverse student and faculty body to the Faculty.
9. Provides leadership in the establishment of a contemporary curriculum, rigorous academic standards, and innovative program development to maintain the highest standards of excellence in delivering the Faculty's educational offerings.
10. Oversees the management and provision of services with the Faculty to address a wide range of student matters, including academic standing, appeals, prior learning assessment and student conduct. Promotes the development of faculty activities and services to achieve successful learning experiences for students enrolled in the Faculty and the University.
11. Leads and supports relevant accreditation processes in the Faculty. Establishes and maintains strong relationships with external program accreditation agencies.
12. Provides strong and effective leadership to the faculty and staff of the Faculty while fostering a culture of equity, diversity, and inclusion for all students, faculty and staff.
13. Initiates and participates in the hiring, orientation, development, promotion, mentoring and evaluation of faculty and senior administrators in the Faculty according to established University policies and consistent with collective agreement provisions.
14. Supervises and provides leadership to direct reports by coaching and modeling key behaviours/strategies, encouraging dialogue and providing guidance and advice to facilitate resolutions to work issues. Assists team members to define shared and individual goals, meet target dates and ensure alignment of team goals. Monitors and assesses performance.
15. Contributes to effective employee and labour relations by administering the collective agreement(s), representing management in the grievance process and consulting with Human Resources Services regarding collective agreement interpretation, as appropriate. Provides input to management negotiating team for collective bargaining purposes, as needed.
16. Encourages high standards of teaching, methods of evaluating teaching effectiveness and grading practices.
17. Directs the budgeting and planning of the Faculty in accordance with the overall budget and planning direction set out for the University.
18. Promotes and supports the development and implementation of Continuing and Professional Studies (CPS) offerings in collaboration with the CPS division.

19. Develops a budget for the administration of the Faculty that conforms to University practices and is responsible for ensuring that the budget is expended in keeping with the general objectives towards which the budget was developed.
20. Ensures that the Office of the Dean of the Faculty is responsive, solution oriented, and creative in their dealings with students and faculty.
21. Establishes and maintains relationships with other departments and divisions in order to support the development and implementation of policies, programs and initiatives.
22. Maintains linkages between the Faculty, other Faculties, and other student related service areas, such as the Office of the Registrar, International Department, Student Affairs.
23. Establishes and maintains linkages with a wide range of external parties, including other educational providers and academic bodies, local, provincial and national governments, the scholarly community, and other community and public groups.
24. Works closely with Program Advisory Committees.
25. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
26. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

EDUCATION & EXPERIENCE

- A Masters' degree in a related discipline is preferred.
- A trades qualification with Interprovincial/Red Seal is a strong asset.
- Five or more years of relevant leadership experience as well as a minimum of five years of faculty experience preferably within a post-secondary environment.
- Experience working in a large, complex organization and in a unionized academic environment.
- A broad understanding of higher education issues within post-secondary education.
- Or an equivalent combination of education and experience.

QUALIFICATIONS

- Demonstrated ability to provide transparent leadership and to support change management, analyze situations, and develop informed and effective solutions.
- Knowledge of current and emerging trends in Trades and Technology, Trades and Technology education, and Trades and Technology related research.
- A progressive thinker regarding research and scholarship, education and learning; understands and promotes new forms of learning.

- Demonstrated in-depth knowledge of the post-secondary organizational and policy environment and relevant experience in academic administration and academic labour relations.
- Demonstrated experience in strategic planning, program planning, project management, budget development and oversight as well as academic organization and administration.
- Values and embraces the importance of the development of new and enhanced sources of funding for the Faculty and is committed to be personally engaged in fundraising activities.
- Ability to advance the quality and content of programs, courses, initiatives, and the student learning experience.
- A record of working across multiple disciplines in a highly collaborative manner; practices distributed leadership; values expertise from colleagues, empowering and offering ownership in achieving objectives.
- A demonstrated appreciation for students and for the role of a student-focused institution; a real affinity for students and for the elements that contribute to a rewarding campus life.
- Successful track record in working with others, both individually and in a team setting to identify issues and develop consensus to achieve goals, and objectives, through teamwork and participatory decision making.
- Demonstrated an ability to actively engage with stakeholders in the community, able to promote the value and relevance of the Faculty's mission to external stakeholders.
- Demonstrated ability to build leadership capacity in the Faculty of Trades and Technology by hiring, mentoring, and supporting others.
- Energetic leader that is value driven, demonstrates integrity, credibility, sound judgment, inclusivity, and fosters a trusting, supportive environment.
- Excellent administrative and organizational skills applicable to operational and logistical tasks.
- A record of working across multiple disciplines in a highly collaborative manner; practices distributed leadership; values expertise from colleagues, empowering and offering ownership in achieving objectives.
- A demonstrated appreciation for students and for the role of a student-focused institution; a real affinity for students and for the elements that contribute to a rewarding campus life.
- Intercampus travel is required, possession of a valid driver's license and access to a vehicle is preferred.