



POSITION DESCRIPTION

POSITION: Associate Vice President, Academic

DEPARTMENT: Office of the Provost

JOB NUMBER:

DIVISION/FACULTY:

DATE REVISED: December 15, 2021

ORGANIZATIONAL STRUCTURE

Reporting to the Provost & Vice President, Academic, the Associate Vice President, Academic (AVPA) has a broad range of responsibilities and plays a key role in the provision of leadership in an evolving polytechnic university.

PRIMARY FUNCTION

The AVPA serves as the principal deputy for the Office of the Provost in all matters of academic administration and assists in the overall management and performance of the academic portfolio. The position provides direct advice to the academic administrators reporting to the Provost on matters and issues that relate to academic planning, administration, policy and governance.

The AVPA is collaborative and works with academic leaders from across the institution to ensure that strategic goals of the Academic Plan are achieved. The AVPA will also interact with key parties to ensure the quality of programming; alignment of programming with resources; the quality of teaching and academic support services for students; and the alignment of academic programming with the needs of current and prospective students.

As a member of the Provost's academic team, the Presidents University Executive, Academic Council, and the Sustainable Enrolment Planning Council, the AVPA serves as a principal participant in authoring the strategic and operational plans that shape and develop the University and guide the allocation of resources relative to these plans and related policies. The AVPA also serves as the representative of the Provost's office on numerous Senate subcommittees.

The AVPA has broad responsibilities that include the undergraduate and graduate degree programs, strategic and operational planning, research and scholarship, sustainable enrolment management, and working closely with the VP Students' portfolio. This position works collaboratively with the Decanal Team to support a variety of initiatives including indigenization, diversity and inclusion, K-12 such as dual credit, internationalization, supporting the development of new curriculum, and other strategic projects.

KEY RESPONSIBILITIES

1. Acts as the Provost's principal advisor regarding areas within the Provost portfolio.
2. 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 human resource issues. Assists team members to define shared and individual goals, meet target dates and ensure alignment of team goals, and monitors and assesses performance.
3. Represents KPU on academic special initiatives or task forces as directed by the Provost at the provincial, national, or international levels.
4. In collaboration with KPU International, promotes internationalization efforts of the University through academic affiliations with global post-secondary institutions, faculty exchanges, visiting faculty, international research projects and international development projects, as well as other strategic University leaders and members of the University Executive.
5. Collaborates with the Office of Planning and Accountability in the provision of the University Program Review process.
6. Ensures the success of Continuing Education in all its facets through collaborative efforts with the University Faculties.
7. Contributes to employee and labour relations by effectively administering the collective agreements, representing management in the grievance process and consulting with Human Resources and legal counsel regarding collective agreement interpretation, as appropriate.
8. Collaboratively with the Provost, tracks provincial, regional, national and global trends in higher education, vocational education and training, and adult education as it relates specifically to polytechnics, technical institutions and universities generally.
9. Provides input and guidance regarding all elements of space administration, including space entitlements and allocations, auditing of space utilization, and University-wide space planning and design.
10. Responsible for co-leading the University's innovation, creativity and forward looking practices in teaching, learning and technology.
11. As required, attends the Associate Deans Working Group, attends and works with Senate Committees and represents the Provost on various academic and University administration committees. Acts as a representative for the University and Provost on external committees.
12. Establishes a high personal standard of service and performance by actively participating in education seminars, training programs, and other duties as assigned etc.
13. 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

- Doctorate required.
- A minimum of 5 years of relevant post-secondary leadership/administrative experience.
- A minimum of five to seven (5-7) years of University faculty experience.
- Experience in a complex, unionized, public sector organization.

QUALIFICATIONS

- A proven track record of leading cross-functional teams in planning and review, budget development, academic organization, and administration.
- Demonstrated ability to lead significant change, mentor and develop others, and engage a broad range of people in pursuit of organizational vision and goals.
- Understanding of the value and supports needed to enhance the level of research activities at a teaching-focused Polytechnic University.
- Demonstrated knowledge and skills in pedagogy and educational leadership as well as educational practices, issues and trends. Attuned to current developments in advanced learning design and technology.
- Ability to foster a culture of excellence, continuous learning, inclusiveness and innovation.
- In-depth knowledge of the post-secondary organizational and policy environment, with relevant experience in academic administration.
- Knowledge of the role of the Provost.
- Must be familiar with academic organizational culture and administration, including human resources, policy development and implementation.
- Demonstrated superior written and verbal communication skills, including the ability to engage in the discussion, analysis and development of policy.
- Successful track record in working with others, either individually, as a team player or as a leader to accomplish goals, objectives, and desired outcomes through dialogue, collaboration and negotiation.
- Strong business and financial acumen and an ability to foster a culture of timely and evidence-based decision making, accountability, and entrepreneurialism.
- Proven track record of working collaboratively in a multi-union environment.
- Superior listening skills with an accessible, consultative management style.
- A high degree of political acuity, diplomacy and tact is required to deal with all issues in a balanced and fair manner.
- A high level of integrity, credibility, sound judgment, and resourcefulness is required for decision making and problem-solving complex issues.
- Demonstrated understanding of Indigenous issues and perspectives as it relates to curriculum and policy.
- Demonstrated inter-cultural understanding and a commitment to equity and diversity.
- Intercampus travel is required, therefore possession of a valid driver's license and access to a vehicle is necessary.
- Willingness to travel nationally and internationally.