



## The Role and Mandate

The Dean, Faculty of Arts and Science will provide strategic direction, academic planning leadership, and administrative oversight to the Faculty of Arts and Science. Reporting to the Provost and Vice-President, Academic, and a member of Concordia's senior administration, the Dean will promote innovative approaches to curriculum development and delivery and lead efforts that will enable the Faculty and University to achieve the highest standards in education and research. Committed to decolonization and Indigenization, the Dean will ensure sustainable growth and competitiveness, intensify research output, develop cross-disciplinary and cross-Faculty programs and enhance the external stature of the Faculty.

The Dean, Faculty of Arts and Science has the following direct reports:

- Associate Dean, Planning and Academic Facilities
- Associate Dean, Academic Programs
- Associate Dean, Faculty Affairs
- Associate Dean, Research
- Associate Dean, Graduate Studies
- Associate Dean, Student Academic Services
- Chairs and Principals of the 27 Academic Units
- Senior Director, Strategic Development and Faculty Operations
- Senior Faculty Financial Officer
- Senior Administrative Officer
- Principal Director Development (dotted line report)

Committed to the scholarly life of the Faculty and to excellence, equity, diversity, inclusion and decolonization, the Dean will play a major role in the achievement of Concordia's goals and objectives. They will be expected to:

- Develop, articulate, and implement the vision of the Faculty in accordance with Concordia's Strategic Directions and FAS 2025, and adapt ideas and visions as it moves forward in meeting the needs of students, faculty, and staff;
- Stimulate and support inclusive excellence and integrity in teaching, learning, research and University service, and foster a climate that encourages faculty, staff, and students to identify and pursue innovation in these activities;
- Provide strategic leadership in the development of research activity to draw upon and optimize the expertise, interests, and resources of the Faculty and to ensure alignment with the University's strategic research strategy;
- Further strengthen the academic programs offered by the Faculty by providing leadership in curriculum development, by promoting innovative pedagogical delivery methods, and by initiating and overseeing activities designed to improve teaching skills within the Faculty and ensure that teaching methods are state-of-the-art;

- Promote the research activities of, and research funding and research infrastructure for faculty members and students, and ensure that their contributions to the success of the Faculty of Arts and Science and Concordia are known and celebrated within the University and the broader community;
- Ensure cooperative integration among the research centres, support units, departments and colleges within and related to the Faculty of Arts and Science;
- Continue to seek opportunities to develop and continue interdisciplinary research and teaching initiatives with other Faculties, Colleges, Schools, and Institutes within Concordia;
- Ensure effective and open communications and engagement among students, faculty, senior administration, and staff members;
- With a focus on accountability, efficiency, and collaboration, oversee the effective administration of the Faculty's budget, resources, and support, and ensure effective Faculty governance;
- Ensure there is appropriate and efficient organization and assignment of staff responsibilities, effective management, commitment to staff development, and administration of collective agreements and personnel policies;
- Ensure recruitment and appointment processes are undertaken with the aim to attract the highest possible caliber of faculty, staff, and students, and that the process itself is reflective of equity, diversity, and University policy;
- Play a proactive role in increasing funding support to the Faculty through government, industry, and other funding sources and work collaboratively with academic, community, cultural, industry, and public sector partners to further enhance the research and creative profile of the Faculty, and expand and improve its infrastructure;
- Build effective relationships and promote and advocate for the Faculty to a broad spectrum of stakeholders, including senior administration, associate deans, department chairs, faculty and staff, students, alumni, professional associations, the media, community leaders, and educational and other key institutions locally, nationally, and internationally; and
- Participate in the development of University strategies and policies as a member of the University's senior management team.

## The Ideal Candidate Profile

The Dean, Faculty of Arts and Science will be an accomplished and collaborative academic and a dynamic leader with a record of building strong teams, promoting and supporting research, fostering academic innovation, managing resources, and advancing multi-disciplinary initiatives. Extensive or emerging experience as an academic leader will enable the new Dean to relate to a range of internal and external partners and promote excellence, equity, diversity, and inclusion among faculty, staff, and students as well as support the decolonization and Indigenization goals of the university. They will possess an open and collegial style, outstanding management, communication and interpersonal skills, a creative approach to problem solving, and a strong commitment to inclusive excellence in research and teaching. The ability to function in both English and French is preferred.

While the Search Committee recognizes that no one candidate is likely to meet all the following qualifications in equal measure, they are desirable and will be used in the assessment of candidates for the position. The Committee will give the highest priority to those candidates whose profile most closely matches the ideal expressed by these criteria:

- The academic accomplishments, distinguished record in research and teaching, and intellectual acumen to earn respect both internally and externally;
- Demonstrated accomplishments in an academic leadership role (department chair, associate dean, or dean) with a record of superior leadership in academic planning and implementation, collegial engagement, and the ability to see the bigger picture and long-term outlook;
- A comprehensive understanding of university academic culture, a clear vision of Canadian higher education, and a strong commitment to inclusive excellence in teaching, research, creative, and professional activity and to encouraging academic innovation in all areas of the Faculty, recognizing the distinct and dynamic nature of the disciplines;
- A solid understanding and appreciation of the broad range of subfields of the Faculty, which spans the natural sciences, social sciences, and humanities;
- The ability to represent, advocate for, and publicize the achievements and strengths of the Faculty of Arts and Science within the university, and to develop collaborative initiatives with other Faculties;
- A demonstrated commitment to equity and diversity, decolonization and Indigenization, academic freedom, collaborative processes, and the principles of collegiality and natural justice;
- The ability to inspire informed discussion that encourages the expression of divergent opinions and mutual acceptance, combined with the capability to balance the autonomy of faculties and faculty members with the need for an overall shared vision, identity, and commitment;

- Proven capabilities in resource management (personnel, budgets, space, and academic technology), with the ability to ensure transparency and clarity in the budget process and to appreciate the use and impact of new technologies and to assess their value;
- A high standard of personal integrity and a leadership style that recognizes, empowers, and supports faculty, students, and staff, and respects their talents, professionalism, and experience, combined with a record of building strong teams and a proven capacity to work constructively as a team member and team leader, with both internal and external constituencies at all levels of the university;
- A positive track record as a leader in a unionized environment and for developing and maintaining positive relations with employee groups.
- Within the Faculty of Arts and Science, a commitment to cultivating a strong research culture, to developing and rewarding outstanding teaching, and to the continued recruitment and retention of high-calibre faculty members;
- A genuine interest in and commitment to students, combined with the ability to work with them, particularly through the intermediary of their elected representatives, to properly understand how the Faculty's current programs are meeting student needs and realities, as well as working alongside them in the development and implementation of innovative curricula and cross-disciplinary programs;
- A commitment to engaging social and cultural diversity while fostering access and success, and a willingness to become personally and visibly involved in the Faculty community;
- Outstanding communication skills, with the ability to interact successfully with multiple constituencies and stakeholders and to promote the Faculty's academic priorities and interests to a variety of internal and external communities, including fundraising and government relations;
- Effective managerial skills, including the ability to utilize highly developed skills in motivating, planning, problem solving, communicating, and building consensus;
- The resolve, flexibility, patience, and enthusiasm to deliver innovative and relevant academic leadership, to foster academic innovation, to promote multi-disciplinary initiatives, and to bring about change, with all the required consulting, listening, planning, persuading, explaining, and implementing skills; and
- The capacity to listen well, enable others to see opportunity where initially they saw constraint, and make sound, fair, and sometimes difficult decisions, combined with the ability to communicate such decisions openly and implement them firmly.