

POSITION PROFILE FOR THE DEAN, ARTS AND SCIENCE NOVEMBER 2013

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 Affairs, 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. He or she will ensure sustainable growth and competitiveness, intensify research output, develop cross-disciplinary programs and enhance the external stature of the Faculty.

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

- Associate Dean, Academic Facilities
- Associate Dean, Academic Programs
- Associate Dean, Faculty Affairs
- Associate Dean, Research and Graduate Studies
- Associate Dean, Student Academic Services
- Chairs and Principals of the 27 Academic Units
- Director of Administration
- Director of Finance and Planning

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

1. Stimulate and support 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;
2. Further strengthen the academic programs offered by the Faculty by providing leadership in curriculum development, and by initiating and overseeing activities designed to improve teaching skills within the Faculty and ensure that teaching methods are state-of-the-art;
3. Provide strategic leadership in the development of research activity to draw upon and maximize the expertise, interests and resources of the Faculty and to ensure alignment with the University's research strategy;
4. Promote the research activities of, and research funding and research infrastructure for, faculty members 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;

5. Ensure cooperative integration among the research centres, support units, departments and colleges within and related to the Faculty of Arts and Science;
6. Continue to seek opportunities to develop and continue interdisciplinary research and teaching initiatives with other Faculties, Colleges, Schools and Institutes within Concordia;
7. Ensure effective and open communications and engagement among students and faculty, senior administration and staff members;
8. Develop, manage and ensure effective administration and accountability of the Faculty's budget and resources and support, regularly assess and ensure effective Faculty governance;
9. 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;
10. Ensure recruitment and appointment processes are undertaken with the aim to attract the highest possible calibre of faculty and staff and that the process itself is reflective of equity, diversity and University policy;
11. Build effective relationships, 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;
12. Participate in development of University strategy and policy as a member of the University's senior management team;

CANDIDATE QUALIFICATIONS

The Dean, Faculty of Arts and Science will be an accomplished academic and dynamic leader with a record of building strong teams, promoting and supporting research, fostering academic innovation, managing resources, and advancing multi-disciplinary initiatives. Extensive academic leadership experience 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. She or he will possess an open and collegial style, outstanding management, communication and interpersonal skills, a creative approach to problem solving, and a strong commitment to academic 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 of 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:

13. The academic accomplishments, distinguished record in research and teaching, and intellectual acumen to earn respect both internally and externally;

14. 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;
15. A clear vision of Canadian higher education and a strong commitment to academic 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;
16. A solid understanding of the broad range subfields of the Faculty, which spans across the natural sciences, social sciences and humanities;
17. A high standard of personal integrity and a commitment to academic freedom, the collaborative processes and the principles of collegiality and natural justice;
18. 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;
19. 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;
20. A record of building strong teams and a proven capacity to work constructively as both a team member and team leader, with both internal and external constituencies at all levels of the university;
21. 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;
22. A genuine interest in working effectively with an active and engaged student body, 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;
23. 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;
24. 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
25. The capacity to listen well, stand one's ground when appropriate, 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.