

DEAN OF GRADUATE STUDIES
PROFILE OF THE CANDIDATE

The Dean of Graduate Studies serves as the academic and administrative head for the School of Graduate Studies. They provide leadership and support for all graduate programs and oversee the effective strategic and operational direction and coordination for graduate studies at the University with respect to the legislative, advisory, monitoring/analysis, training, processing, and liaison/promotion functions.

Reporting to the Vice-President, Research and Graduate Studies and the Provost and Vice-President, Academic, the Dean of Graduate Studies works closely with the Deans, Associate Vice-Presidents, Vice-Provosts, and University Librarian in furthering the academic mission of Concordia University.

The Dean of Graduate Studies will:

1. Strengthen the mission of graduate education and research by promoting and enforcing the highest academic standards of quality, inclusive excellence, academic integrity, curriculum development, research training, and thesis supervision and defenses;
2. Provide academic and administrative leadership in support of graduate education and research training at the University, provide strategic advice to senior administrators on all matters pertaining to graduate studies, and provide support and training to faculty members in support of their graduate mentorship roles;
3. Assist the Vice-President, Research and Graduate Studies and the Provost and Vice-President, Academic, in leading campus efforts that enable the University to achieve the highest possible standards in graduate studies, ensuring sustainable growth and competitiveness, including fostering interdisciplinary graduate program initiatives and international collaborations;
4. In collaboration with the Associate Vice-President, Integrated Planning, ensure robust institutional data on graduate student activities (e.g. enrolment, funding, program development, etc.) to support graduate activities and initiatives across the University.
5. Ensure and promote processes and practices in graduate education and research training in support of equity, accessibility and decolonization and work in collaboration with the Equity Office, Indigenous Directions Office, Black Perspectives Office and other stakeholders.
6. Liaise with University stakeholders to ensure a convergent and collaborative approach in defining institutional goals and strategies with respect to graduate education and research training;
7. Support the University's strategic enrolment management, leading graduate recruitment efforts in concert with programs, Faculties, research units, and Enrolment Services; lead retention efforts on behalf of the university and work with programs and Faculties to enhance student success and ensure timely graduation;
8. Consult and collaborate with Faculty graduate programs and other stakeholders about policy, procedural, funding, and other directions;

9. Promote graduate studies and collaborate with Faculties and the Office of Research to ensure ethical graduate research practices;
10. Monitor and analyze trends and practices in graduate education and research training throughout the Canadian and international landscapes, and ensure that the University stays in line with market needs and disciplinary transformations;
11. Liaise with various external agencies, other university counterparts, and jurisdictions to evaluate, propose, and ensure implementation of innovative strategies to make the University's graduate programs known across Canada (and beyond), to attract top-level graduate students;
12. Be proactive in ensuring that graduate students' expectations with respect to curriculum, research training, services, and experiences are met, and exceeded;
13. Oversee the development, implementation and impact evaluation of new and novel funding strategies for the allocation of internal fellowships, including a highly visible and effective plan for communicating opportunities to graduate students and collaborate with Advancement and Alumni Relations in identifying and pursuing graduate support opportunities;
14. Represent the University on provincial, national and international bodies and organizations working in graduate education and research training related matters; and
15. Oversee allocated operating budgets, including regular examination of budget performance against plans and taking appropriate action as required.

The Candidate Qualifications

1. A Ph.D. (or equivalent) with a record of research and scholarly accomplishments, and graduate student supervision experience;
2. Demonstrated academic and administrative leadership accompanied by a strong and entrepreneurial ability to develop new ideas and initiatives;
3. Strategic visioning abilities to bring about innovation in program development, recruitment, graduate support policy and in creating an outstanding graduate environment, while ensuring sustainable growth and competitiveness;
4. An appreciation of the diversity of research cultures, knowledges and training landscapes in graduate education;
5. Demonstrated experience in promoting inclusive excellence in the graduate education cycle, including the advancement of equity, accessibility and decolonization of processes and practices;
6. Advanced understanding of the strategic direction of Provincial and Federal level policies, and ability to capitalize on research and funding opportunities that enhance graduate studies at the University;
7. A willingness to become personally and visibly involved in the campus community, and a genuine interest in students;
8. The ability to be responsive to needs and priorities expressed by academic units, graduate program directors, and individual graduate student supervisors;
9. The ability to effectively represent the University, in external functions and forums;
10. Ability to communicate in both English and French, and possess excellent interpersonal skills to address both the internal community and external stakeholders;

11. Demonstrated experience and familiarity of working in a data informed environment, including managing staff and knowledge of working in a unionized environment.

The Opportunity

This is a five-year appointment which is renewable for an additional five years, contingent upon a positive evaluation of the incumbent in the fourth year of the first term. The position reports directly to the Vice-President, Research and Graduate Studies, with additional indirect reporting to the Provost and Vice-President, Academic.