



POSITION PROFILE

PROVOST AND VICE-PRESIDENT, ACADEMIC

THE ROLE AND MANDATE

Reporting to the President, the Provost and Vice-President, Academic [hereinafter referred to as the “Provost”] is the chief academic officer of the University and a key member of the senior executive team. Committed to the scholarly life of the University and to excellence, equity, diversity and inclusion, the Provost plays a major role in the achievement of Concordia’s strategic goals and objectives.

The Provost’s primary role is to promote the highest standards of academic excellence to enhance innovative teaching and learning. In this capacity, the Provost is responsible for leading the academic planning process and ensuring the continuous development of a superior learning environment.

In addition, the Provost effectively acts as the Chief Operating Officer of the University. As such, the Provost works in concert with the senior executive team to provide leadership on institutional budgeting, contributing also to the planning, delivery and oversight of the university’s operations, particularly as they relate its academic mission.

Committed to the development and articulation of the University’s mission and vision, the Provost is an important champion of actions and initiatives that promote and advance the university’s status and global reputation. This includes being an effective representative of, and advocate for, the university’s interests.

The Provost and Vice-President, Academic oversees the following key positions and portfolios:

- a) Deans of Faculties (Arts and Science, Gina Cody School of Engineering and Computer Science, Fine Arts, John Molson School of Business); University Librarian and Vice-Provost, Digital Strategy; Associate Vice-President, Lifelong Learning; and Executive Director, Centre for Continuing Education
- b) Deputy Provost; and Vice-Provosts for Development and Inclusion; Innovation in Teaching and Learning; Partnerships and Experiential Learning; Planning and Student Experience
- c) Strategic Operations: District 3; eConcordia; Academic Planning, Priorities and Strategic Initiatives; Integration, Community Engagement and Social Impact; Equity Office; Indigenous Directions; Black Perspectives Office; Campus Life and Support
- d) Financial Management: responsible for a budget over \$ 330M

The Provost is expected to be a consultative and collaborative leader who works closely with members of the leadership team to advance the University’s strategic directions and who:

- provides academic vision and leads the academic planning process while also ensuring its effective implementation and assessment;
- engages the Deans, University Librarian and direct reports in advancing the academic mission of the University to continually stimulate and support excellence in teaching and learning in the changing environment of higher education;
- works closely with the Deans, Vice-President Research and Graduate Studies and other university sectors to ensure effective and strategic management of student enrolment and retention always with a focus on student success;
- fosters responsiveness to the diverse needs of students by championing the university's digital strategy and encouraging innovative programming, international collaboration and state-of-the art distance education in addition and in complement to academic activities on campus;
- is a strong, effective advocate for the development of continuing and lifelong education programs that are agile, forward-thinking and responsive to changing labor market demands;
- promotes a student-centred environment dedicated to achieving student success that links curriculum, work-integrated learning, co-curricular and student aid initiatives, but which is also actively motivated by concern for student health and well-being, and an unwavering commitment to academic integrity;
- supports the Vice-President, Research and Graduate Studies and the Deans to advance the research and graduate training mission of the university, support the effective development of the university's research units and libraries, and to foster innovation through, among other initiatives, the activities of transdisciplinary Institutes, hubs such as District 3, and initiatives such as Concordia University Press;
- demonstrates an ardent commitment to excellence in teaching and research, as well as to dedication to service by promoting and rewarding productivity to advance the academic mission of the university, including supporting the effective review and retention of faculty;
- co-ordinates the units within the jurisdiction of the office of the Provost and Vice-President, Academic to provide effective support for the academic activities and operations of the university;
- oversees the negotiation, implementation and interpretation of agreements with associations representing full and part-time faculty, librarians, teaching and research assistants;
- Fosters healthy dialogue across the campus community based on communication and open exchange;

- actively works to advance equity, diversity and inclusivity in all aspects of university life and in the mission of the university;
- is a leading advocate for initiatives that support indigenous directions, anti-black racism and meaningful inclusivity for BIPOC and other marginalized groups in the Concordia community;
- actively works to foster a collaborative relationship with students that involves meaningful engagement and support for their ideas and initiatives consistent with the mission and strategic orientation of the university;
- co-chairs the Budget Review Working Group with the Chief Financial Officer and plays a key role in the preparation of the University budget, in the design and allocation of operating funds to the academic sector, and in ensuring accountability for expenditures by sectors reporting to the Provost; and
- collaborates with senior executive colleagues to oversee Position Review and Enterprise Risk Management across the University.

CANDIDATE QUALIFICATIONS

The Provost and Vice-President, Academic will be an accomplished academic and an exemplary leader with a strong commitment to serving the needs of students and faculty. A proven record of senior administrative success, as well as experience in academic planning and budgeting, building collaborative teams, relating to a range of internal and external partners and promoting excellence, equity, diversity and inclusion. The candidate will possess an open and collegial style, outstanding management, communication and interpersonal skills, a creative approach to problem solving, the ability to inspire a dedicated faculty and staff, and a sound appreciation of the Quebec context.

In addition to delivering effectively on the mandates outlined above, the ideal candidate will have:

- a commitment to the mission and vision of Concordia University and to the development of excellence in undergraduate and graduate teaching and learning, coupled with a sound understanding of the university system in Canada and in Quebec, including a solid appreciation of the challenges facing institutions of higher learning;
- the credentials and intellectual acumen to earn respect both internally and externally;
- demonstrated accomplishments in a senior academic leadership role(s) 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;
- commitment to fostering excellence in teaching, research, creative and professional activity and to encouraging academic innovation in all areas of the University, recognizing the distinct and dynamic nature of the disciplines;

- a high standard of personal integrity and a commitment to academic freedom and informed discussion that encourages diversity and the respectful expression and acceptance of divergent opinions;
- an ability to balance the autonomy of faculties and individual faculty members with the need for an overall shared vision, identity and commitment to the university;
- significant experience in budget administration, including the ability to ensure transparency and clarity in the budget process;
- experience in overseeing the administration and negotiation of collective agreements in a fair and reasonable fashion;
- team-building skills and a proven capacity to work constructively as both a team member and team leader, with both internal and external constituencies;
- the ability to set academic priorities, implement them and follow up, foster innovation and facilitate and evaluate discipline-based, multidisciplinary and interdisciplinary programs in a context of competing resources within the University;
- a genuine interest in students, with a commitment to fostering access and success, and a willingness to become personally and visibly involved in the campus community;
- outstanding communication skills, including the ability to communicate effectively in both English and French
- the ability to interact successfully with multiple constituencies and stakeholders and to promote Concordia's academic priorities and interests to a variety of internal and external communities, including BCI (Bureau de coopération interuniversitaire), the Ministry of Higher Education and other government bodies;
- the resolve, flexibility, patience and enthusiasm to deliver innovative and relevant academic leadership and bring about change, with all the required consulting, listening, planning, persuading, explaining and implementing skills;
- an appreciation of the changing opportunities for education, including the use and impact of new technologies, and an ability to assess the value of such technologies with reference to the mission and tradition of the university; and
- 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.