



## **POSITION PROFILE**

### **PROVOST AND VICE-PRESIDENT, ACADEMIC**

This is a transformational moment for higher education. Like universities elsewhere in Quebec and Canada, Concordia is simultaneously facing a number of major challenges with respect to structural underfunding of operations, the negative impact of government policies—federal and provincial—on international student mobility, and the impact that major technology change is having on teaching, learning, research and the operations of large organizations.

Like many universities, Concordia has experienced year-over-year deficits that are structural and is mid-way in delivering on a recovery plan to achieve budget equilibrium. This has placed many strains on the university community and it is clear that there are more challenging times ahead.

At the same time, the university has just celebrated its 50<sup>th</sup> anniversary, closed the most successful capital campaign in its history, and been buoyed by outstanding rankings as a young university that is home to top academic programs and areas of globally recognized leadership in research and research-creation.

While drawing on the multiple, existing strengths of the university and its academic and research programs, this moment calls for an important shift in how the University operates. Inevitably, this means reducing and controlling costs to align with revenues. But equally it involves developing new sources of revenue, strategic planning around recruitment, enrolment and retention, academic program development, improved student services, and targeted new initiatives, for example in the area of health.

Concordia is thus seeking a visionary leader in its next Provost and Vice President, Academic, who is capable of managing effectively in a very challenging financial environment, but who is equally committed to leading positive change internally and externally as the university navigates a complex present while positioning itself for future success.

## **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, inclusion, decolonization, indigeneity and impact the Provost plays a major role in the design and 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. The mandate is to position Concordia as a leader in innovative pedagogy that advances societal needs and nurtures an inspiring student experience.

The Provost is also accountable for developing and implementing a strategic enrollment plan that guides student recruitment, retention and program growth, shaping a diverse and sustainable student body. The development of such a plan must take into account existing and anticipated local and global trends in student mobility and knowledge seeking, while being responsive to the changing policy landscapes with respect to immigration, funding, language and other factors affecting higher education. This plan is integral to supporting and sustaining the University's academic mission and financial vitality.

The Provost must be fully comfortable operating according to the particularities of the Québec political and higher education context, particularly as it affects universities whose primary language of instruction and communication is English.

The University's foundational mission is the pursuit of knowledge, furthering research and innovation. Closely linked to this is strategic enrollment planning. The Provost must lead and work in collaboration with internal and external partners to develop viable new approaches to revenue generation through strategic enrollment.

In addition, 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 to its academic mission.

The Provost must also lead and coordinate the university's commitments to equity, diversity, inclusion and outreach to the wider Montreal community through oversight of the university's Indigenous Directions Action Plan, the Black Perspectives Office, the Consortium of Anglophone Universities and Colleges, as well as the Office of Community Engagement.

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 pride in the institution 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 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 Associate Vice-President of professional education and *valorisation du français*.
- b) Deputy Provost; and Vice-Provosts for Innovation in Teaching and Learning; Planning and Student Experience; and Faculty Development and Inclusion
- c) Institute for Cooperative Education; eConcordia; Academic Planning; 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:

- has an academic vision and leads the academic planning process while also ensuring its effective implementation and assessment
- work closely with the Deans and department chairs to convene faculty and provide leadership on initiatives related to faculty development and integration
- demonstrates an unwavering commitment to academic integrity;
- engages the Deans, University Librarian and direct reports in advancing the academic mission of the University to continually stimulate and support innovation and excellence in teaching and learning in the changing environment of higher education;
- actively works to advance equity, diversity and inclusivity in all aspects of University life and in the mission of the University
- works closely and collaboratively with the Deans, Vice-President Research, Innovation and Impact and other University sectors to ensure effective and strategic management of student enrolment and retention always with a focus on student success;
- works closely with the faculties and Concordia International to develop international partnerships that create meaningful opportunities for students and faculty while enhancing the university's global reputation for innovation and excellence;
- supports the Vice-President, Research, Innovation and Impact and the Deans to advance the research and graduate training mission of the University, as well as the effective development of the University's research units and libraries;
- collaborates with the senior executive team to oversee budget planning, review of positions and enterprise risk management across the University, and to best meet the needs of the academic sector;
- fosters responsiveness to the diverse learning and skills acquisition needs of students by fostering a student-centered culture and championing initiatives that promote innovative programming, work-integrated and experiential learning, and unique co-curricular initiatives;
- promotes state-of-the art distance education in addition and in complement to academic activities on campus;

- fosters transdisciplinary and cross-sector initiatives, including research institutes, schools and hubs such as District 3, Concordia University Press and Volt-Age;
- co-ordinates the units within the jurisdiction of the office of the Provost to provide effective support for the academic activities and operations of the University;
- sponsors major university-wide transformation initiatives which implement and align with Concordia's next-gen vision through active change management,
- convene campus-wide discussion, and provide leadership in planning and implementing changes related to the use and integration of AI and its related tools;
- oversees the negotiation, implementation and interpretation of agreements with associations representing full and part-time faculty, librarians, teaching and research assistants;
- 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;
- is a strong and effective advocate for student health and well-being, including student mental health;
- actively works to foster a respectful and productive relationship with students that involves meaningful engagement and support for their ideas and initiatives consistent with the mission and strategic orientation of the University;
- demonstrates a strong commitment to fostering a service ethos within the university while promoting and rewarding productivity aligned with effective review and retention of faculty; and
- fosters healthy, respectful dialogue across the campus community based on communication and open exchange.

## CANDIDATE QUALIFICATIONS

The Provost will be an accomplished academic and an exemplary leader with a strong commitment to serving the needs of students and faculty. They will have 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. The Provost will be committed to decolonization and Indigenization, and to promoting excellence, equity, diversity, accessibility 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 Québec context.

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

- the successful candidate for the position will be a respected academic leader with a distinguished track record of teaching, research, scholarship, resource leadership, and service at a comparable research-intensive institution, and a significant national and international profile in their discipline;
- 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 Québec, 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.