POSITION PROFILE

DEAN, FACULTY OF GRADUATE STUDIES
UNIVERSITY OF VICTORIA

Harbour West Consulting
A Leadership Recruitment Firm

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UNIVERSITY OF VICTORIA

We acknowledge with respect the Lekwungen peoples on whose traditional territory the university stands and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

The University of Victoria (UVic) is consistently ranked as one of Canada’s leading research universities, demonstrating extraordinary depth of excellence across a wide array of graduate and undergraduate programs. The University’s 26,000 students, faculty and staff contribute to and benefit from the UVic Edge – the potent fusion of dynamic learning, and research with vital impact in an extraordinary academic environment. A welcoming and increasingly diverse university community with a collegial leadership culture, UVic tackles issues that matter to people, places, and the planet. Its vibrant Pacific Rim location inspires new ways of thinking and action in a community rich with Indigenous and international perspectives, while its size and culture nurture personal connections on campus and beyond.

Established in 1963, following sixty years of university-level teaching as Victoria College, UVic offers a wide range of undergraduate and graduate programs, including professional degrees. More than 22,000 students, including over 3,500 graduate students, are enrolled in academic programs offered by the University’s ten Faculties – Business, Education, Engineering, Fine Arts, Graduate Studies, Human and Social Development, Humanities, Law, Science, and Social Sciences – and its two Divisions - Medical Sciences and Continuing Studies. The University has nearly 5,000 employees, including approximately 900 faculty members, awards about 5,000 degrees a year and has over 100,000 alumni worldwide. Campus events, including plays,
concerts, ceremonies, art exhibitions, conferences, continuing studies programs, public lectures, films, and athletic events attract a total audience of more than 500,000 annually.

UVic takes pride in its inclusive and increasingly diverse community of students, faculty and staff who are committed to fostering a personally engaging and intellectually stimulating learning and working environment. More than two-thirds of students come from outside of greater Victoria. The University is committed to creating an inclusive, welcoming community, supporting students through a responsive curriculum and a variety of co-curricular activities and services.

UVic is home to one of the largest university co-operative education programs in Canada, integrating academic studies with relevant paid work experience in more than forty-five academic areas. A strong focus on civic and community engagement is reflected through community-based internship, field schools, research and clinical programs, continuing education, artistic collaboration, athletic opportunities, and knowledge transfer initiatives.

VISION

To be the Canadian research university that best integrates outstanding scholarship, engaged learning and real-life involvement to contribute to a better future for people and the planet.

STRATEGIC DIRECTION

UVic’s Strategic Framework 2018-2023 articulates its shared understanding of its vision, values and priorities. Engagement with the campus community identified the themes most important to the University’s students, faculty, staff, alumni, and community members. Those themes are reflected in the Framework’s six key priorities: cultivate an extraordinary academic environment; advance research excellence and impact; intensify dynamic learning; foster respect and reconciliation; promote sustainable futures; and engage locally and globally. Guided and inspired by the Strategic Framework, UVic will deliver on its commitments to its people, partners, and local and global communities. The University will strive to be the Canadian research university that best integrates outstanding scholarship, engaged learning and real-life involvement to contribute to a better future for people and the planet.

USEFUL LINKS

For more information on UVic, please visit: https://www.uvic.ca/
FACULTY OF GRADUATE STUDIES

Dedicated to the principles and practices of professional development and research driven studies, the Faculty of Graduate Studies offers more than 160 graduate programs, to graduate students from across the world, across course-based (professional skillset focus) and thesis/project-based (research focus) programs. The Faculty brings together faculty and graduate students to build a community of transformational educational and innovative research opportunities.

Committed to dynamic, collaborative, and multidisciplinary graduate education, the Faculty of Graduate Studies continues to engage a diversity of graduate students and leaders across disciplines to build and bridge unique research and scholarly activities. Responsible for the administration of several graduate scholarships and awards, the Faculty is committed to supporting graduate students to excel and be supported in their endeavors. The next Dean will play a critical role in the strategic direction of the Faculty as it commits to growth opportunities for enrollment, research, and programming.

USEFUL LINKS

For more information on the Faculty of Graduate Studies at the University of Victoria, please visit: https://www.uvic.ca/graduatestudies/index.php
POSITION RESPONSIBILITIES

Reporting to the Vice-President Academic and Provost, the Dean, Faculty of Graduate Studies is responsible for providing strategic and administrative leadership to the University's Graduate Studies programs as the chief academic and administrative officer. As a member of the senior leadership team, the Dean works in collaboration with the other Deans and academic leaders, senior administrators and staff, as well as other key stakeholders to implement and advance UVic’s Strategic Plan and objectives.

KEY OPPORTUNITIES AND CHALLENGES

- Lead the collaborative development, implementation and ongoing review of a shared vision and the Faculty’s strategic objectives
- Lead the alignment of the Faculty’s strategic objectives with the University Plans, including the Strategic Framework, Strategic Research Plan, Strategic Enrolment Plan (SEM), Indigenous Plan, International Plan, Equity Plan and Campus Plan
- Build a vision that champions equity, diversity, and inclusion as an integral component of all Faculty business and foster a supportive and respectful working and learning environment
- Actively implement programs to advance equity, diversity, and inclusion practices for the Faculty
- Actively implement practices to advance decolonization
- Promote the Faculty across campus, locally, provincially, nationally, and internationally; foster and grow existing and new strategic alliances and partnerships
- Understand and support the diversity and variation of disciplines across UVic; lead and build collaborative networks to support innovation in programs and research
- Advance the ongoing development, evaluation, measurement of interdisciplinary programs to recognize and respond to an evolving post-secondary landscape
- Oversee the development of discipline related programming that reflects a decentralized graduate studies model and academic standards
- Continue the integration of online, flexible, and blended learning models into graduate education; evaluate best practices and advocate for the diversification of delivery models, where appropriate
- Ensure technology, infrastructure and resources are in place to support research, programs, and other scholarly activity
- Consult and connect with the Graduate Student Services Society and other student governing bodies
- Explore the opportunity to integrate post-doctorate programming and resources into the Faculty, as deemed appropriate for stakeholders across the University
- Ambitiously advocate internally, provincially, and nationally for funding; identify new and sustainable funding sources; actively participate in University-wide fundraising activities
- Participate in international student recruitment activities and build relationships abroad to support and increase international partnerships and opportunities; ensure relevant supports are in place for international graduate students
ACCOUNTABILITIES

Leadership
- Lead the Faculty through the implementation of its new governance model to support collaborative, effective, and efficient decision making
- Lead the development of a vision for the Faculty that is articulated to the University and wider community
- Advocate and work creatively to maintain and increase the quality of graduate programs; participate in the review of graduate programs and support program renewal and improvement
- Recognize, communicate, and support the differences in programming that exist within the Faculty to foster an environment of collegiality
- Lead and position Faculty fundraising strategies and initiatives to advocate and ensure ongoing financial stability, and sustainability
- Lead collaborative intra-faculty and interdisciplinary programs and initiatives to advance faculty and university research opportunities
- Provide guidance and lead the evaluation of the graduate individual interdisciplinary (INTD) programs
- Foster reconciliation through the support and advancement of Indigenous faculty, staff, and students
- Champion equity issues and inclusion; foster a supportive and respectful working environment that is committed to diversity
- Ensure consistent and equitable administration and evaluation of graduate programs and awards (that are administered by the Faculty)
- Represent and interpret the interests of the broader University to the Faculty; effectively and independently represent, advocate, and integrate the interests of the Faculty to the University
- Identify and set priorities for development initiatives that build on existing capacity, demonstrated strengths and reputation of the Faculty across the academic community
- Build bridges between disciplines and the broader UVic community
- Identify and articulate the complex resource needs of the Faculty

Research
- Work in partnership, across Faculties and research disciplines, to enhance graduate programming
- Facilitate research productivity through increased resources, research funding, and the support of new research programs
- Support the advancement of Indigenous research
- Support and advocate a diversity of research productivity and scholarship of teaching
- Explore local and world-wide scholarly collaboration, research, and experiential learning opportunities and partnerships
- Build a partnership with the Office of Research to enhance research resources and best support students and faculty advance UVic’s research mandate
- Promote excellence and integrity in research and scholarly activity
Teaching and Learning

- Identify new opportunities for experiential learning in response to community needs
- Facilitate high quality program development, inspired by innovation, teaching excellence, and a student-centered approach
- Promote, engage, and support Indigenous scholarships, learning, and student experience by decolonizing curriculum and academic strategy
- Promote the use of educational technology and a blended learning model to enhance pedagogical methods that support a diversity of learners
- Ensure adequate support and resources for teaching assistants to enhance the delivery of teaching and research programs of the Faculty

Student Services, Experience and Recruitment

- Recognize graduate students as integral researchers and contributors, who play a critical role in the research of the institution
- Implement and regularly evaluate a Faculty enrolment management plan, to support Faculty and program growth, as well as address resource and space challenges
- Support and participate in graduate student recruitment, enrolment, and engagement opportunities, to attract, cultivate and retain graduate students that reflect the UVic SEM and the Faculty plan
- Support initiatives to advance and increase opportunities for Indigenous students
- Support initiatives to advance and increase opportunities for international student recruitment, funding, and experiences
- Recognize, acknowledge, and address the unique needs of graduate students, including lifelong, non-traditional, and international learners working with partners across UVic
- Support resources and provide oversight of student advising and for students seeking accommodations and learner supports
- Facilitate discussion, and strategy development in response to enrolment and the potential impact on the Faculty growth, sustainability, infrastructure, and resources
- Advocate for improved faculty-to-graduate student and staff-to-graduate student ratios, to best support the graduate student experience
- Work with the Registrar Office to support program admissions

Management and Administration

- Oversee the leadership and optimization of administrative and staff team with multi-union affiliations
- Lead academic resource planning; administer the Faculty budget and financial plan
- Review and audit the current graduate programs funding model
- Appropriately strengthen transparency in relation to administrative processes and decision making
- Develop systems for data collection and metrics to inform resource planning and decision making
- Oversee marketing of programs and opportunities in conjunction with the University’s Communications & Marketing Departments
- Support the development and/or acquisition of appropriate technology facilities and infrastructure to best meet the needs of staff, faculty, and graduate students
· Implement sustainable and environmentally conscious administrative practices that are balanced and fair

**Faculty and Staff Relations**
· Provide and support the professional development of staff and faculty
· Build a culture of collegiality and collaboration in a unionized environment
· Plan and prioritize personnel needs, ensuring competitive and sustainable hiring plans, supported by equity, diversity, and inclusion practices, including criteria-based recruitment
· Work across UVic’s faculties to support the recruitment and retention of faculty

**Internal and External Relations**
· Build effective relationships, promote, and advocate for the Faculty to a broad range of constituents, including senior administration, faculty members, students, the profession, government, donors, alumni, community members, agencies and key institutions (regionally, nationally and internationally)
· Liaise with other Faculties regarding staffing plans, e.g., the impact of Canada Research Chairs (CRC), graduate supervision, etc.
· Collaboratively coordinate graduate programming with other Faculties, including the Divisions of Co-operative Education and Continuing Studies
· Collaborate with Central Development on Faculty fundraising activities, champion institutional fundraising, and raise the profile for Faculty advancement opportunities
· As a public or external facing Faculty, spotlight faculty and graduate student achievements and opportunities
· Participate in relevant provincial, national, and international organizations to promote the interests of the Faculty and the University and encourage opportunities for partnership and connections in research and education
· Serve on Senate, Deans’ Council, and the President’s Advisory Council; represent and advocate for the Faculty on various other committees, councils, and institutional initiatives
REPORTING & KEY RELATIONSHIPS

Reports to
Vice-President Academic and Provost

Interacts with
President, Vice-Presidents, and Associate Vice-Presidents
Deans, Executive Directors and Directors
Associate Deans
Directors, Coordinators and Chairs
Dean’s External Advisory Committee
Faculty members
Staff members
Students and Student Associations/Government
Indigenous Leaders and Elders
Alumni
Donors
Government
Industry Leaders
Community Members
Granting agencies
CANDIDATE QUALIFICATIONS

The Dean will be an engaged and proactive leader for the Faculty of Graduate Studies. The successful candidate will have a broad understanding of Canadian post-secondary graduate education with the ability to champion its values and opportunities across the University and broader community. The successful candidate will have demonstrated academic track record, knowledge of academic program development and experience in academic administration. The successful candidate will have exceptional interpersonal skills with the ability to inspire innovation and collaboration while meeting the evolving and diverse needs of graduate students, faculty, and staff.

CORE SEARCH CRITERIA

A candidate must be able to demonstrate the following:

· A Doctorate and eligible for an appointment at the rank of full professor at UVic
· A track record of success as an administrator in a university or relevant institution, including experience at the level of chair of a department, director or higher, or other
· Scholarship in an area that is relevant to a UVic Faculty, that has credibility, demonstrated by a record of research and teaching excellence
· Demonstrated social and cultural awareness and responsiveness
· Demonstrated support for equity, diversity, cultural safety, inclusion, and linguistic differences in the activities of the Faculty
· A commitment to collegiality and collegial governance

The ideal candidate will also have many of the following experiences, knowledge, skills, and abilities:

· A passion for post-secondary education, academic integrity and a variety of program and learning models
· A deep commitment to decolonization and knowledge of Indigenization
· Experience leading and/or contributing to successful changes related to the advancement of equity, diversity, and inclusion across organizational issues, challenges, and opportunities
· A clear understanding of the distinct disciplines and programming across UVic
· Experience leading the development of quality, competitive, sustainable, and innovative programming from concept to delivery
· Demonstrated experience in supporting and advocating for the development of Indigenous partnerships and programming
· Demonstrated experience in online and blended learning program delivery and development
· Demonstrated understanding of current and evolving technology and its impact on teaching, learning and resources
· Demonstrated success in a broad range of administrative leadership and management, including:
  - Setting priorities and managing a workload with substantial responsibilities
  - Developing and implementing budgets with financial acumen; allocating resources in a climate of financial constraint
- Human resources and labour relations, including staffing plans and operating in a unionized environment
- Delegating responsibility while maintaining accountability
- Interpreting, creating, and implementing policies and procedures
- Setting organizational goals and indicators of performance and measuring outcomes
- Leading effective organizational change

- Experience with fund development and fundraising activities
- Experience in the recruitment, development, and retention of faculty
- Experience identifying and obtaining resources through development initiatives, international partnerships, and other external sources
- Experience promoting graduate education and participating in relevant partnerships at a local provincial, national and international level

INTERPERSONAL SKILLS
- Visionary, big picture thinker
- Professional, respectful, and collaborative
- Embraces innovation, creativity, entrepreneurship, and works for reflective change
- Accessible, open, and collegial; builds collaborative opportunities and relationships
- Inspiring, effective, and transparent
- Demonstrated cross-cultural competencies and intercultural sensitivities, with a commitment to diversity, equity, and inclusion
- Fair-minded mediator and negotiator, with the ability to collaborate across a broad range of stakeholders to create common purpose and build consensus
- Principled decision-maker with sound judgement
- Proven ability to make, and be accountable for, difficult decisions and strategic risks
- Excellent communication skills with the ability to network and connect others
VICTORIA, BC

Victoria is the capital city of British Columbia and is located on the southern tip of Vancouver Island off Canada’s beautiful Pacific coast. The city itself has a population of approximately 83,000, while the metropolitan area of Greater Victoria, has a population of approximately 360,000 making it the 15th most populous urban region of the country.

The region’s Coast Salish Indigenous peoples established communities in the area long before non-native settlement and Victoria continues to have a sizeable First Nations presence, composed of peoples from all over Vancouver Island and beyond.

As one of the Pacific Northwest’s oldest cities, Victoria has retained many historic buildings, including the Legislative buildings (1897) and the Empress Hotel (1908). The city’s Chinatown is the second oldest in North America after San Francisco.

Known as the “Garden City,” Victoria is an attractive and popular tourist destination with a thriving technology sector that has risen to be its largest revenue-generating private industry. The city is also in the top twenty of world cities for quality-of-life. Victoria has a large national and international student population, who attend the University of Victoria, Royal Roads University, Camosun College, the Victoria College of Art, and the Canadian College of Performing Arts.

Victoria has a wealth of stunning heritage architecture, ocean views and mountain vistas. It is this rare juxtaposition of heritage charm, scenic backdrop and modern cityscape that makes Victoria one of the most uniquely special places in Canada. Millions visit the city annually to enjoy the nature beauty, temperate climate, and charm that Victoria offers its citizens every day.

USEFUL LINKS

For more information on life in Victoria, BC: https://www.tourismvictoria.com/
EQUITY, DIVERSITY & INCLUSION

Harbour West Consulting believe equity, diversity and inclusion are essential for the organizations we serve to achieve the business goals they strive for. We believe in equal pay for equal work; in finding the best candidates based on skill and competence regardless of gender, ethnicity, age, sexual orientation, disability, religion, political belief, marital or family status, and/or Indigenous status. We strive to ensure the recruitment process unfolds in a fair, transparent, timely and open manner to include individuals previously underrepresented or discouraged from participating.

UVic is committed to upholding the values of equity, diversity, and inclusion in its living, learning and work environments. In pursuit of its values, UVic seek members who work respectfully and constructively with differences and across levels of power. UVic actively encourages applications from members of groups experiencing barriers to equity. Should you have any questions regarding accommodation please contact Harbour West Consulting.

HARBOUR WEST CONSULTING

Should you be interested in learning more about this unique opportunity with the University of Victoria, please contact Carol Robinson or Paul Phillips at 1-604-998-4032 or forward your CV, a letter of introduction and the names and contact information for three references, in confidence, to info@hwest.ca.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. We will respond to all who express interest.

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