

University of Victoria

Vice-President Academic and Provost



Position Description

Overview

The Vice-President Academic and Provost provides strategic and inspired leadership of the University's academic and associated units in the fulfillment of the university's mission. In addition to the Faculties and academic units, the Vice-President's portfolio includes responsibility for Registrar and Enrolment Services, Student and Campus Services, Athletics and Recreation, Cooperative Education Program and Career Services, Learning and Teaching Support and Innovation, and Institutional Planning and Analysis.

The Vice-President Academic and Provost is the senior Vice-President of the University and a key member of the University's leadership team. They share leadership in all aspects of the University's mission and priorities as articulated in the Strategic Framework and associated plans.

Specific Accountabilities

- Participate in strategic planning; lead the integrated planning process; play a key role in the generation and allocation of resources and the University budget.
- Provide overall leadership for academic programs, including academic planning and enrolment management, and for building upon the quality of the undergraduate and graduate student experience.
- Oversee the development of policies in the Vice-President's portfolio and promote productive engagement in the collegial administration of UVic.
- Engage and empower the deans and the governing bodies in advancing the academic mission of the University, and co-ordinate the activities of the units reporting to the office of the Vice-President Academic and Provost;
- Provide leadership to attract and retain a diverse group of outstanding faculty, students and staff and support them in ways that allow them to achieve their highest potential. Stimulate and support excellence, integrity and innovation in teaching, research and service.
- Build on the distinctive strengths of the University, including experiential learning, international and interdisciplinary research and education, community engagement and the integration of teaching and research.
- Working with the Associate Vice-President Indigenous, strengthen UVic's unique relationship with Canada's First Peoples and sustain the development of programs of education and services for Indigenous students.
- Contribute to the advancement of equity, diversity, inclusion and anti-racism through leadership of academic initiatives that further the university's goals in these areas.

- Provide leadership and vision in fostering students' success by integrating opportunities for rich academic engagement with high quality services and programs for transformative educational experiences.
- Foster responsiveness to the needs of contemporary students through distance education, continuing education, micro-credentialing and innovative community-based programming.
- Provide leadership in the development of a vibrant and engaging learning community that integrates outstanding support services, peer engagement and experiential learning opportunities, and a wide variety of academic and social programming.
- Oversee the administration and negotiation of the collective agreement with faculty and librarians and provide input into bargaining with other employee groups.
- Manage the University's academic budget and oversee human resource matters related to UVic faculty and librarians.
- Collaborate with the President and the Vice-President Research and Innovation to develop and implement the University's global engagement strategy and activities.
- Support the development of academic infrastructure, including physical facilities and information technology that promotes excellence in teaching and research.
- Work with leaders at other post-secondary institutions in the province and across the country.
- Fulfill a key role in identifying and supporting the academic priorities for all aspects of external relations, including development and alumni relations.
- Engage with government at all three levels in pursuit of opportunities for the University and in identifying areas in which UVic can support the government(s) in their initiatives and long term plans.

Reporting Relationships

Reports to: President and Vice-Chancellor

Peers: Vice-President Research and Innovation; Vice-President Finance and Operations; Vice President External Relations; Associate Vice-President Indigenous; University Secretary

Direct Reports: Vice-Provost

Associate Vice-President Academic Planning

Associate Vice-President Student Affairs

Associate Vice-President Faculty Relations and Academic Administration

Deans

Head, Division of Medical Sciences

University Librarian

Executive Director Academic Resource Planning