

Mount Allison University seeks a dean of arts to start July 1, 2019

Founded in 1839, Mount Allison University has earned a reputation as Canada's top primarily undergraduate university, offering degrees in Arts, Science, Commerce, Fine Arts, and Music. Students are encouraged to build unique major/minor combinations for a truly interdisciplinary academic experience and take advantage of a wide range of experiential learning opportunities. Faculty and staff are dedicated to supporting students in a close-knit university community. Our idyllic campus is situated in the historic town of Sackville, NB, a 30-minute drive from Moncton, NB. Students from more than 50 countries make up a diverse, creative, and talented student body of approximately 2,200 students.

We seek a dean of arts who can lead a 21st century Faculty of Arts by strengthening established programs and by guiding the development of unique interdisciplinary programming. We seek a leader who can collaborate with a diverse and engaged group of colleagues and students in a variety of disciplines, ranging from women's and gender studies to fine arts to classics, and guide the arts and humanities at Mount Allison into the future.

Reporting to the provost and vice-president, academic and research and working closely with internal and external stakeholders, the dean is responsible for providing strategic leadership and ensuring the sustainability of the Faculty of Arts. Candidates must have a strong record of teaching, research/scholarship/creative activity, and service/administrative experience in the liberal and creative arts and humanities, suitable for appointment to a tenured position at the rank of associate or full professor.

The dean is responsible for developing and executing a vision for the Faculty of Arts in consultation with stakeholders. The dean's duties also include administering components of the Faculty's budget, assigning teaching duties, mentoring and evaluating colleagues, managing student issues, and serving on committees. The successful candidate must have a reputation for working collegially and collaboratively with colleagues and students and must be committed to improving equity, diversity, and inclusion in all we do. A complete position description can be viewed here: www.mta.ca/employment

If you are interested in the challenges and opportunities that this position has to offer, please send your application (digital preferred), including a current CV and vision statement to: Provost's Office, Mount Allison University, 65 York St., Sackville, NB, E4L 1E4 or provost@mta.ca.

All applications will be kept confidential. If you have specific questions about the position, please contact Dr. Jeff Ollerhead, provost, at: provost@mta.ca or (506) 364-2622. We thank all applicants for their interest; however, only those selected for an interview will be contacted. Consideration of applications begins **January 4, 2019** and will continue until the position is filled.

Mount Allison acknowledges, honours, and respects the Mi'kmaw and Wolastoqiyik peoples, the historic inhabitants, custodians, and dwellers on the land where our university is built, and confirms its commitment to strengthen relationships with them.

Mount Allison is committed to diversity and inclusiveness. We encourage applications from members of racialized communities, Indigenous persons, persons with disabilities, and persons of all sexual and gender identities. We seek candidates with qualifications and knowledge to contribute specifically to the further diversification of our campus community.



ROLE OF A DEAN - MOUNT ALLISON UNIVERSITY

The Dean of a Faculty is responsible for the strategic development of that unit, including the faculty, students, and staff of the Faculty, in the areas of research, teaching and learning. The Dean represents the interests and presents the needs of the Faculty in discussions outside of the Faculty, while at the same time acting in the interests of the wider institution. The Dean also provides leadership and promotes an understanding, both internally and externally, of the University's mission and values.

DUTIES

Leadership

The Dean

- is responsible for developing and executing a vision for the Faculty
- is responsible for leading academic innovation including, but not limited to, fostering new academic programs, seeking pathway agreements and other partnerships with domestic and international institutions, and supporting innovative research and creative activity within the Faculty

Teaching and Learning

The Dean

- is responsible for the promotion of quality teaching and learning in conjunction with the unique disciplinary needs of the faculty
- is responsible for the strategic development of teaching in conjunction with the Purdy Crawford Teaching and Learning Professor, Department Heads, and Program Directors and Coordinators
- supervises curricular and course development, including the planning and promotion of improvements within the curricula of the Faculty, the development and review of courses and programs, and the on-going support of a learner-centred program
- promotes faculty professional development activities and encourages faculty concern for teaching and scholarship, including the scholarship of teaching
- administers the academic advising of students within the Faculty and the development, review, and enforcement of academic regulations and standards
- advises students and approves deviations from program requirements, specially approved programs, late withdrawals, extensions, and the like
- continues to teach, to the degree permitted by the weight of other decanal responsibilities in any given year

Research

The Dean

- is responsible for the strategic development of research in conjunction with individuals, academic departments, the Office of Research Services, and the Office of the Provost and Vice-president (Academic and Research)
- works with individual faculty members in supporting their research plans
- has an understanding of, and experience with, funding opportunities applicable to the disciplines in the Faculty
- has an understanding of, and experience with, the diverse modes of scholarly dissemination applicable to the disciplines in the Faculty
- oversees the work of research programs for students within the Faculty
- is an active researcher and remains up-to-date on the research programs of faculty members
- works with the Provost and Vice-president (Academic and Research) and the Office of Research Services in representing Mount Allison to the wider research community and the various funding agencies

Human Resources

The Dean

- administers all personnel matters related to the faculty and staff in the unit, with active participation in recruitment, appointment, promotion, tenure, retention, and work-load issues, within the parameters of negotiated collective agreements
- is responsible for the development and implementation of individual, departmental, and Faculty-wide teaching and research development plans and their on-going assessment
- approves teaching assignments, teaching schedules, academic advisory responsibilities, and special assignments that might affect faculty members' instructional and research responsibilities, in cooperation with the Heads of the departments within the Faculty
- is responsible for evaluating CUPE 3433 staff as per the applicable collective agreement

Representation

The Dean

- has a pan-University level of familiarity and understanding of the academic programs, resource demands, and budgetary constraints of the University

- represents to the wider University community the broad academic and resource-based interests and needs of the students, faculty, and staff in the Faculty
- represents the Faculty and the University, where appropriate, to the wider community, including relevant professions, industries, government departments, funding agencies, donors, and community organizations

Pan-University Responsibilities

The Dean

- assists the President and the executive group in coordinating the budgets, academic and research plans, and overall strategic planning of the University
- acts as an advocate for the liberal arts and sciences
- plays a critical role in budget development and manages the Faculty budget
- chairs all Faculty and Council of Heads meetings of the unit
- chairs and/or participates in various University-wide committees, representing the interests and views of the faculty, students, and staff in the Faculty and the wider community

DESIRED SKILLS

The Dean

- must possess leadership and management skills, including the ability to act as the Faculty's chief academic, administrative, and financial officer
- must have a commitment to the principles of equity, diversity and inclusion, and must have a commitment to acting on the calls to action of the Truth and Reconciliation Commission (2015)
- must be a respected academic who can effectively promote a quality educational experience for all students, and promote faculty excellence in teaching, research, and service
- must encourage diversity in faculty and curriculum; support the growth and vitality of the departments and programs of the Faculty; oversee the recruitment, evaluation, and retention of high-quality faculty and staff; and promote employment equity
- must have a sound understanding of strategic academic planning and effective budget management
- must be skilled at supervising and facilitating the work of the support staff specific to the Faculty
- must demonstrate a collegial and collaborative style, and have excellent interpersonal and communications skills
- must seek to anticipate and proactively deal with issues as they arise within the Faculty
- must be an effective decision-maker, and demonstrate a commitment to collaborative initiatives within the Faculty and outside of the Faculty

TERM OF OFFICE

The Dean will hold a specific term of office, to be established by mutual agreement with the Provost and Vice-president (Academic and Research), normally between 3 and 5 years, renewable subject to satisfactory review.

Updated 20 November 2018 by J. Ollerhead

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