

## POSITION PROFILE

TITLE:	Dean
EMPLOYEE GROUP:	Excluded
DEPARTMENT:	Academic
EXECUTIVE SPONSOR:	Vice President Academic
PAY GRADE:	GRID 15

### POSITION SUMMARY:

This position reports to the Vice President Academic and focuses on providing leadership for the delivery of all programs within their portfolio. The Dean is responsible for the conception and employment of innovative methods for program delivery and for ensuring programs remain relevant, current and meet organizational objectives for student success in alignment with the College's strategic directives.

### REQUIRED QUALIFICATIONS:

#### Education and Experience:

- A master's degree in a related field along with training in instructional pedagogy that supports best practices in assessment, delivery, and curriculum design at the post-secondary level; a Doctorate degree is considered an asset.
- Seven years of related experience in progressive leadership roles along with four years of teaching experience at a post-secondary level is required, along with knowledge of work-integrated learning, universal design for learning, and the Indigenization of curriculum is strongly preferred.
- Demonstrated experience developing, designing, reviewing and revising curriculum and experience leading accreditation, articulation and quality assurance processes for educational programs.
- Experience managing in a unionized academic environment, preferably in a public institution
- Experience leading accreditation, articulation and quality assurance processes for educational programs

#### Skills and Abilities:

- Demonstrated acumen in needs assessment analysis, strategic planning, team development and the ability to secure cooperation of others
- Successful at identifying emerging needs of industry and community stakeholders and creating post-secondary education programs to meet those needs
- Highly developed skills in change management, operational management, budgeting, human resource management and quality assurance

- Exceptional verbal and written communication skills, including presentation skills
- Superior interpersonal skills, including cross-cultural awareness, to inspire and engage others, build consensus and produce positive results
- Demonstrated ability to use appropriate technology in all planning, including proficiency in Microsoft Office applications such as Word, Excel, PowerPoint and Outlook

**POSITION DUTIES:**

- Identifies and explores opportunities to enhance the program delivery and enrolment in alignment with key markets.
- Reviews and updates existing programs in consultation with instructors, faculty and other members of the management team.
- Resolves operational issues that have an impact on the efficient and effective delivery of programs.
- Provides effective leadership that ensures successful communication among team members.
- Explores and develops new program concepts and manages the conduct of in-depth feasibility analyses to determine relevance, cost effectiveness and sustainability.
- Explores alternate program delivery mechanisms and technologies.
- Investigates traditional and non-traditional funding sources and obtains funding approvals to define program structure, content and delivery methodology. This may include proposing and negotiating terms and where appropriate identifying, constructing and leading stakeholder teams, i.e., faculty {local and international), private industry sponsors.
- Provides leadership for the strategic implementation of new programs to ensure anticipated outcomes are achieved.
- Seeks new partnerships and strategic alliances in the interest of serving new markets, increasing quality and innovation and managing costs.
- Plans, directs and coordinates the delivery of the educational programs assigned to the portfolio including identifying needs for new programs, assessing the feasibility of new initiatives and evaluating and modifying existing educational programs and services.
- Undertakes regular quality assurance reviews of educational programs and provides the leadership needed to implement the required actions.
- Strives for student satisfaction with programs, program delivery and the quality of instruction.
- Develops and enhances relationships with the Ktunaxa, Metis and other indigenous groups to jointly develop relevant programming.
- Oversees the investigation and processing of student complaints.
- Manages student discipline, including the appropriate course of action and the imposition of discipline in all cases except student suspension and expulsion. In the latter cases, advises and makes recommendations to the Vice President Academic.
- Develops and maintains effective and collaborative working relationships with other Deans, Directors and Education Council regarding programs offered.
- Represents and promotes the College and its programs on local, provincial, national and international committees.

- Liaises with Deans at other institutions and with government, academic, technical and vocational associations, accrediting bodies, school districts, private sector organizations and various other agencies.
- Oversees program accreditation with professional organizations.
- Develops and maintains College of the Rockies articulation agreements with other colleges and universities on a provincial, national and international level.
- Ensures that the portfolio of programs is accessible and welcoming for indigenous and international students.
- Manages the area of responsibility including preparing and maintaining budgets, staffing levels, etc. and overseeing the administrative management within the assigned portfolio.
- Develops and proposes innovative strategies for advancing the College's programming objectives and providing leadership in their implementation.
- Other duties as required.

*This profile has been designed to indicate the general nature and level of work performed by the employee within this position. However, the actual responsibilities, duties, qualifications and experience may vary.*

Original Date:	<b>Sept 2021</b>
Modified Date:	<b>Dec 2021, Sept 2023, March 2026</b>
Manager Signature:	
Executive Sponsor Signature:	
Executive Human Resources:	