JOB DESCRIPTION

We at Kwantlen Polytechnic University respectfully acknowledge that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.

POSITION TITLE: Provost and Vice President, Academic

DEPARTMENT: President's Office

DIVISION/FACULTY:

DATE CREATED:

DATE REVISED: September 2026

ORGANIZATIONAL STRUCTURE

This role reports to the President and Vice Chancellor. Reporting directly to this position are the AVP, Academic, AVP Teaching & Learning, AVP Research and Innovation, the Deans, and the University Librarian.

PRIMARY FUNCTION

As the senior academic officer at KPU, the Provost and Vice President Academic is responsible for the academic direction and stewardship of the university's academic programs. The Provost and Vice President Academic has a mandate to facilitate exceptional learning experiences for KPU students by providing leadership in the development and implementation of a comprehensive education plan that is relevant to students' needs as well as KPU's external communities. The Provost and Vice President Academic ensures the integrity of academic affairs through collaborative work with faculty, deans, other Vice Presidents, and the Senate. The Provost and Vice-President is responsible for the development and implementation of the Academic Plan, evaluation of educational programming and services, ministry liaison, program innovation and academic policy and governance.

As a member of the senior leadership team, the Provost and Vice-President Academic has shared responsibility for the overall leadership of KPU in a manner that achieves it goals and objectives. The Provost contributes to the development, and has shared responsibility for, the successful implementation of a strategic plan that establishes goals, identifies key strategic issues and sets objectives and plans. In the context of KPU's Strategic and Academic plans, sets annual personal performance and competency goals with the President and reports on progress against those objectives semiannually and annually. The Provost works with the Senate, the President, and members of the senior team to set the annual academic goals and priorities of the University, aligning them with KPU's overall Vision and the Academic Plan

In fulfilling the duties of this role, the Provost and Vice President, Academic is also accountable for overseeing planning and administration across all academic units, while providing leadership for the broad areas of research, faculty relations, student services, library services, and other matters that are core to the mission of the University. The Provost and Vice President Academic is normally for a five-year term with the possibility of renewal for an additional five years, subject to satisfactory review.

KEY RESPONSIBILITIES

1. Supervises and provides leadership to direct reports by coaching and modeling key behaviours/strategies, encouraging dialogue and providing guidance and advice to facilitate resolutions to work issues. Assists team members to define shared and individual goals, meet target dates and ensure alignment of team goals. Monitors and assesses performance.
2. Contributes to effective employee and labour relations by administering the collective agreement(s), representing management in the grievance process and consulting with Labour Relations regarding collective agreement interpretation, as appropriate.
3. The Provost and Vice President Academic acts as the President's principal advisor regarding those areas under their jurisdiction. As directed by the President, provides support to the Board of Governors and its committees in the fulfillment of its governance responsibilities.
4. Ensures that KPU provides its students with the most rewarding and enriching learning experience possible, and fosters the on-going development and provision of high-quality programs and services for students, consistent with the University's mission and vision.
5. Works with the Office of Planning and Accountability and the Deans of the Faculties, ensuring that KPU has a sustainable approach to domestic and international student enrollment.
6. Provides support to Deans in the recruitment, retention, development, and advancement of outstanding faculty, and in the fulfillment of their Faculties/Schools' academic objectives and aspirations.
7. Leads in the development of new courses and programs, and/or the cancellation of courses and programs, within the mandate of KPU's mission and goals.
8. Ensures responsive programs by encouraging and supporting innovation that meets the needs of learners, community, and employers.
9. Maintains education standards by establishing and implementing processes for the development, maintenance, and evaluation of programs, courses, curriculum, and instructional delivery systems and services.
10. Establishes a role for and oversees research at the University, especially as it informs and supports teaching and ensures development of the appropriate services to support research.
11. Implements decisions of the Board of Governors at the direction of the President while contributing to the development, review, and implementation of institution-wide policies and procedures.
12. Ensures that rules of student conduct are applied uniformly and consistently.
13. In conjunction with the Chief Financial Officer and in consultation with Deans and AVP's, develops KPU's program profile and budget allocations, and is accountable for all expenditures related to the education offerings within the institution.
14. In collaboration with the Deans and AVP's, leads the preparation of the operating and capital budgets for the areas.

15. Ensures the implementation of education service plans is consistent with the approved operating and capital budget.
16. Delegates appropriate authority to the Deans and others reporting to the Vice-President, Academic and provides them with the necessary information, supervision, and support to enable them to fulfill their duties and responsibilities.
17. In accordance with KPU policies and the various collective agreements, is responsible for the selection, assignment, evaluation, training, and development of reporting administrators, faculty, and staff within all academic programs and services.
18. Ensures cooperation and the development of strong, supportive links between the various campuses and Faculties.
19. Reports at each meeting of Senate (and to its standing committees as required) on all pertinent academic matters.
20. At the request of the President, represents KPU's interests to government agencies, school boards, and other community groups.
21. Undertakes to represent KPU on special initiatives or task forces at the provincial, national, or international levels.
22. Attends and provides advice as requested at all public, in-camera, and at required sub-committee meetings of the Board of Governors.
23. Keeps the President informed about sensitive matters in their areas of responsibility.
24. Informs KPU personnel of developments as they occur and arise from action or discussion by the Board of Governors, committees, and government ministries.
25. Acts for the President when required.
26. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
27. Contributes to and promotes a safe, equitable, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

QUALIFICATIONS

EDUCATION & EXPERIENCE

- Doctorate degree is required;
- A minimum of 10 years of progressive relevant post-secondary leadership/administrative experience;
- A minimum of five to seven (5-7) years of University faculty experience;
- Experience in a complex, unionized, public sector organization;
- Or an equivalent combination of education, training and experience.

KNOWLEDGE, SKILLS and ABILITIES

- A proven track record as a provost, vice president, or dean and as a teacher of a well-regarded post-secondary institution, ideally within a unionized environment.
- Demonstrated experience with the range of responsibilities of provost, including (but not limited to) recruitment, budgeting and resource allocation, Senate, and academic planning.
- Demonstrated strong academic credibility as a result of a record of excellence in teaching and scholarship.
- A proven track record of leading cross-functional teams in planning and review, budget development, academic organization, and administration.
- Demonstrated experience in successfully implementing an Academic Plan.
- Demonstrated ability to lead significant change, mentor and develop others, and engage a broad range of people in pursuit of organizational vision and goals.
- Understanding of the value and supports needed to enhance the level of research activities at a teaching-focused Polytechnic University.
- Demonstrated knowledge and skills in pedagogy and educational leadership as well as educational practices, issues and trends. Attuned to current developments in advanced learning design and technology.
- Ability to foster a culture of excellence, continuous learning, inclusiveness and innovation.
- In-depth knowledge of the post-secondary organizational and policy environment, with relevant experience in academic administration.
- Must be familiar with academic organizational culture and administration, including human resources, policy development and implementation.
- Demonstrated superior written and verbal communication skills, including the ability to engage in the discussion, analysis and development of policy.
- Successful track record in working with others, either individually, as a team player or as a leader to accomplish goals, objectives, and desired outcomes through dialogue, collaboration and negotiation.
- Strong business and financial acumen and an ability to foster a culture of timely and evidence based decision making, accountability, and entrepreneurialism.
- Proven track record of working collaboratively in a multi-union environment.
- Superior listening skills with an accessible, consultative management style.
- A high degree of political acuity, diplomacy and tact is required to deal with all issues in a balanced and fair manner.
- A high level of integrity, credibility, sound judgment, and resourcefulness is required for decision making and problem-solving complex issues.
- Demonstrated understanding of Indigenous issues and perspectives as it relates to curriculum and policy.
- Proven track record of attracting and inspiring excellent faculty and employees.
- Demonstrated progressive thinker regarding education and training.
- Demonstrated commitment to students and their learning.
- Demonstrated inter-cultural understanding and a commitment to equity and diversity.
- Ability to travel between campuses is required.

COMPETENCIES

- **Leadership**: KPU employees inspire, coach, mentor, and support students, employees and KPU as a whole in achieving objectives.
- **Accountability:** KPU employees demonstrate fiscal accountability and take ownership for their actions, decisions and results.
- **Continuous Improvement:** KPU employees take a creative approach to opportunities, exploring unique ways to create optimal value for the KPU community.
- **Collaboration:** KPU employees work in functional and cross-functional teams, coming together to solve complex issues and accomplish objectives that will benefit the KPU community.