

NIPISSING UNIVERSITY

ASSOCIATE DEAN, SCHOOL OF BUSINESS

Reporting to the Dean of the Faculty of Education and Professional Studies, the Associate Dean provides strategic academic leadership for all programs in the School of Business and will support the Dean in the development and achievement of academic goals and objectives. Key leadership provided by the Associate Dean is in the areas of curriculum development, innovation, and evaluation across all School programs. In these areas, the Associate Dean provides a critical perspective to ensure strong alignment with the University's Strategic, Academic, and Operational Plans. The Associate Dean is committed to Truth and Reconciliation, Equity, Diversity, and Inclusion which is evident in all aspects of their leadership style, decision-making, and interactions.

DUTIES & RESPONSIBILITIES:

1. Academic Leadership

- Provide strategic leadership and support for academic programs offered by School of Business, including undergraduate and post-baccalaureate programs. This includes overseeing program planning/strategic planning, curriculum development and implementation, and ongoing program quality assurance (including IQAP) in these programs;
- Actively engage in mentoring faculty members, providing guidance and support for their teaching, research, and career development to foster an environment of academic excellence and innovation;
- Lead and facilitate collaborative decision-making processes within the School, ensuring that all voices are heard and that decisions reflect the collective wisdom and expertise of the faculty;
- Serve as a key communicator and advocate for the School of Business, representing its interests in university-wide forums and ensuring that the School's achievements and needs are effectively conveyed to both internal and external stakeholders;
- Facilitates the resolution of individual faculty and student complaints on matters as they pertain to grades, courses (including associated Faculty), scheduling, and program plans;
- Supports students in achieving their best potential and in achieving the highest standard of education;
- Works closely with Academic Advising and Student Development and Services to promote students' academic excellence;
- Lead the academic integrity policy and related processes for the School;
- Assists in maintaining effective communication with the Registrar's Office, Academic Advising, Student Services, and other related departments in student-related issues;
- Works with the faculty on matters relating to new course and curriculum development; pedagogy and curriculum/program mapping;
- Submit the academic unit's academic plans to the Dean;

- Working with the faculty and other Deans, the Associate Dean assists in ensuring that teaching and learning practices meet the University academic standards and policies;
- Serves as the Dean's designate on committees when the Dean cannot be present;
- Works closely with the Dean on promoting the School of Business at the Ontario University Fair and other international, national, and regional events;
- Supports the Dean in advertising and promoting the School of Business' programs;
- Upholds the FASBU and CASBU collective agreements and works collegially with Faculty, Administration, and Staff, cultivating collegiality, collaboration, and mindful leadership.

2. Administration and Operations

- Oversee external association reporting, including accreditation review processes within the School and ongoing accreditation risk assessment;
- Provide strategic input into the planning and allocation of the School's budget, working closely with the Dean to ensure resources are optimally utilized to achieve academic and operational goals;
- Oversee the development and implementation of faculty development programs aimed at enhancing teaching effectiveness, research productivity, and professional growth;
- Work with the Deans office on course planning;
- Oversees and consults with the Dean and the Managers on the CASBU part-time and full-time budget;
- Oversees and consults with the Dean and the Managers on the CASBU part-time and full-time instructors' course assignments;
- In partnership with the Dean, initiate, administer and/or coordinate orientations for new full- and part-time faculty in the School.
- Oversight over all placement and co-op related policies and practices, including international courses and related risk-management protocols.
- Recommends to the Dean decisions that have budgetary implications;
- Reports to the Dean on RFR (Right of First Refusal) issues;
- Reports to the Dean on low enrolments and waitlists, working closely with Academic Advising and the Registrar Office;
- Serve as required in the role of Associate Dean under the university's academic integrity policy for the School of Business as well as the School of Criminal Justice.
- Works closely with the Office of the Dean's team on matters assigned by the Dean;
- Attends and contributes to the Education and Professional Studies Executive & Faculty Council;
- Attends and contributes to Business Schools Association of Canada (BSAC).

3. Relationship and Partnership Building

- Supports the Dean in promoting the highest standards of academic matters in the School of Business;
- Upholds mindful, collegial, collaborative, and affiliative leadership;
- Supports the Dean in promoting research and teaching excellence in the School of Business;
- Contributes to working closely with Indigenous and local community partners, including industry and local businesses.
- Works closely with the Office of the Dean's staff, the faculty, the students, and the other Deans;
- Promotes collegiality and collaboration.