POSITION DESCRIPTION
DEAN, FACULTÉ SAINT-JEAN
AND EXECUTIVE OFFICER, CAMPUS SAINT-JEAN

Reporting to the Provost and Vice-President (Academic), the Dean of the Faculté is responsible for the leadership and administration of all aspects of the operations of the Faculté and Centre collégial de l’Alberta, including budget and fund development. In addition to the role of senior officer of the Faculté, and a member of Deans’ Council, the Dean is a senior administrator of the University and will strive to align and balance the interests of the University with the interests of the Faculté and Centre collégial de l’Alberta. The Dean fosters an environment in which world-leading research and excellence in teaching and engaged scholarship flourish. As the face of Faculté, the Dean is champion of curricular initiatives, research, and scholarship, professional training, global outreach, and recruitment of high quality faculty and student talent. The Dean cultivates an environment in which students, faculty and staff thrive.

As Executive Officer of Campus Saint-Jean, the Dean is a partner with University administrative offices in the delivery of Campus services. Those offices include, but may not be limited to: the Registrar, Student Services, Information Services and Technology, Facilities and Operations (including Ancillary Services), Libraries, Risk Management, UAPS, and Finance and Administration. This collaboration occurs through mechanisms such as dual reporting for some Campus-level managers, negotiated memoranda of agreement, and informal dialogue and interactions with senior administrators within the Vice-Presidential portfolios.

The role of Dean of Faculté Saint-Jean and Executive Officer of Campus Saint-Jean differs from the role of other Deans at the University of Alberta because Campus Saint-Jean operates in an official minority French language speaking context which operations are partially funded by the Federal Government through the Official Languages in Education Program and because it houses the only college level program at the University of Alberta. The role of Dean of Faculté Saint-Jean and Executive Officer of Campus Saint-Jean differs also from the role of other Deans at the University of Alberta because of this requirement to facilitate, help oversee and assess certain support services and non-academic programs for a geographically separate and linguistically distinct Campus within the multi-campus University and in the context of Canada’s linguistic duality.
LEADERSHIP

- Demonstrates a high level of personal and professional integrity and commitment to the University and its values. Sets the appropriate “tone at the top” by modeling ethical, respectful and collegial conduct.
- Inspires a shared vision of the Faculté in support of the University’s Mission and Values.
- Through an inclusive consultation and decision making process, is a leader in the academic planning process for the Faculté, initiating discussion, defining priorities, and developing and articulating the vision.
- Communicates the Faculté’s vision to the senior administration of the University to enhance understanding and build support for the Faculté’s unique place within the University community as a French-speaking unit under the terms of the 1976 agreement between the Province of Alberta, the University of Alberta and Saint-Jean.
- Develops and leads a strong team of faculty and staff who support the development and implementation of frameworks, policies and initiatives that foster a culture of excellence, innovation, collaboration, engagement, commitment, responsibility and accountability throughout the Faculté.
- Promotes opportunities for cross collaboration with other programs across the University to tailor multidisciplinary programs that serve regional needs, increase the commercialization of research and technology, and provide global access through distance education.
- Contributes to effective, collaborative relations with staff and student associations.
- Supports the development of leadership skills by faculty and staff within the Faculté.
- Provides strong leadership within a shared-governance structure. Builds trust through openness and transparency while making difficult decisions needed to move the Faculté forward.

RESEARCH AND SCHOLARLY ACTIVITY

- Demonstrates sound intellectual leadership.
- Promotes excellence and integrity in research and scholarly activity, and fosters a climate that encourages faculty and staff to creatively identify and pursue excellence.
- Works to increase funding support from international, federal and provincial agencies, while demonstrating resourcefulness and creativity in identifying alternative funding sources in collaboration with the Vice-President, Research.
- Plays a key role in developing research contracts, exchanges and collaborative initiatives.
with other local, provincial, national and international institutions.

- Fosters and encourages a high level of research productivity within the Faculté by further enhancing and developing research infrastructure and supporting Faculté efforts to obtain and maintain sponsored research funding.

ADVOCACY

- Builds effective relationships, promotes and advocates for the Faculté to a broad spectrum of constituents, including senior administration, faculty members, students, other community leaders, agencies and key institutions regionally, nationally and internationally, particularly in the context of Canada official languages policies, of the network of francophone colleges and universities outside of Quebec, and of the University of Alberta being the sole English dominant university in Canada with a completely multi-disciplinary French speaking Faculty and College programs

- Establishes meaningful mechanisms for engaged scholarship with the community in the development of academic programming, research initiatives, and student mentorship, guidance and retention.

TEACHING AND LEARNING

- Leads the academic planning process for the Faculté and supports curriculum development in line with the University’s overall programming and guidelines set out by Federal Government ministries in the context of the Official Languages in Education Program.

- Promotes excellence and integrity in pedagogical activity and fosters a climate that encourages faculty and staff to creatively identify and pursue excellence in teaching and research.

- Works with faculty, staff and students to build strategic recruitment and retention plans.

FACULTY AND STAFF RELATIONS

- Plans and prioritizes human resource needs for the Faculté and establishes strategies to enhance its ability to compete in the recruitment of high caliber faculty and staff.

- Makes initial appointments and re-appointments, and recommendations for tenure and promotion and annual merit increments.

- Is accessible and fair in dealing with personnel issues, and follows effective, transparent processes.

- Builds an environment of collegiality in which faculty, students and the broader community jointly participate in and benefit from the unique nature of the Faculté.
ADMINISTRATION

- Ensures compliance with University policies and procedures.
- Oversees the preparation, management and monitoring of the planning and budgeting processes within the Faculté. Demonstrates financial acumen in preparing, managing and balancing budgets; ensures fiscally responsible use of funds and transparent financial processes.
- Ensures the effective and efficient use of resources (human, financial, information, and material).
- Exercises good judgment in the management of change and risk.

UNIVERSITY RELATIONS AND ADVANCEMENT

- Attracts partnerships and resources by building stronger linkages with the national and international community, education and research institutions, governments, non-governmental organizations and the private sector. Proactively looks for new challenges and funding sources to foster excellence and facilitate excellence.
- Attracts resources to the Faculté from government, philanthropy and other programs; this is a high priority for the Dean. Working with the University’s advancement professionals, leads the Faculté’s fund development activities by leveraging existing partnerships, and creating and nurturing new ones. Acts as steward of gifts granted to the Faculté.

As Dean and Executive Officer, advances the vision and oversees the work and development of three distinct academic units:

i) A multidisciplinary Faculty (Faculté Saint-Jean) with undergraduate and graduate programs in Humanities, Social Sciences, Fine Arts, Elementary and Secondary Education, Natural Sciences and Physical Sciences as well as three bilingual degrees with the Faculty of Nursing, Faculty of Agriculture, Life and Environmental Sciences, and the Alberta School of Business;

ii) A College (Centre Collegial de L’Alberta) with Diploma and Certificate programs in Business Administration, Tourism Administration, Health Care Aids, Early Childhood Education; and

iii) A Language School (École de langues) that runs on-going year-round non-credit programs for individual language training, language improvement for school teachers and professionals, and manages Explore programs funded by the Canadian Council of Ministers of Education.
As Executive Officer:

PLANNING

- Collaborates on Campus planning activities (e.g., General Space Program; Long-Range Development Plan) with important components that relate to the campus master plan, infrastructure and space planning, capital projects, municipal and community relations, etc.
- Gathers and applies information about external conditions that influence short and long-term campus plans (e.g., internal and external political environment, social-demographic changes, economic trends etc.)
- Demonstrates “big picture” thinking - analyzes and forecasts future trends and developments to determine how these may affect the Campus
- Develops strategies to influence and/or respond to broad scale, long-term opportunities and challenges
- Takes a long-term, multi-dimensional view of issues, problems, resourcing, development and implications, planning accordingly for a desired future vision for the Campus

RELATIONSHIP WITH NORTH CAMPUS

- Ensures the support provided by central administrative units is aligned with the strategies developed to achieve the objectives of the Campus in accordance with the institutional strategic plan. This alignment includes all distinctiveness related to Campus mission, culture, distance, traditions and community practices
- Advocates for and negotiates on behalf of the Campus to ensure that the Campus’s unique mission as a French speaking unit operating in an official minority language in the context of Canada’s linguistic duality and on the basis of the 1976 agreement signed between the Province of Alberta, the University of Alberta and Saint-Jean, its needs, geographical location, history, and other features are taken into account in the development of University policies and procedures, the allocation of resources, and general decision making
- Collaborates with and provides on-Campus insight via reciprocal relationships with University administrative offices in order to inform decision making and advance the effectiveness and efficiency of Campus-level operations

COMMUNICATIONS

- Advances the vision and defines the unique experience offered by the Campus (and by a multi-campus university) to both internal University and external audiences (e.g., prospective students and parents, government officials, general public etc.)
• Liaises with the distinctive communities (e.g., rural, Indigenous, northern), community organizations and other entities that are significant stakeholders in the Campus
• Acts as the University of Alberta’s surrogate on local, provincial, national and international panels and organizations pertinent to the operations and the distinctiveness of the Campus

MANAGEMENT

• Advances the Campus in alignment with the strategic plan of the University.
• Oversees and periodically assesses the effectiveness of Campus-level governance, including Campus committees and other groups.
• Collaborates on management of centrally funded budgets and services for the Campus (e.g., F&O, library, registrar, etc.)
• Develops advancement plans and fundraises for Campus as well as Faculty needs
• Oversees management of non-academic Campus operations (including but not limited to student services, athletics, recreation, technology, conference services, external relations)
• Serves as Satellite Deputy Crisis Leader and oversees Campus-level environmental, health, and safety initiatives
• Liaises with other Faculties offering programs at the Campus in order to help meet their needs and develop shared visions

FRANCOPHONE COMMUNITY

• Liaises with the Francophone community through the Provincial ACFA (Association Canadienne-Francaise de L’Alberta)
• Member of the Board of Directors of the 21 member ACUFC (Association des Colléges et Universités de la Francophonie Canadienne)
• Advocate for ACUFC, its committees and Campus Saint-Jean at various levels of the Federal Government i.e. Canadian Heritage and Health Canada