UNIVERSITY OF TORONTO SCARBOROUGH
JOB DESCRIPTIONS FOR ACADEMIC ADMINISTRATORS
(June 14, 2022)

9. DEPARTMENT CHAIR 13
i. Strategic Leadership 13
ii. Oversight of Administrative Operations, Human Resource Management, and Department Climate 13
iii. Budget Planning and Management, Advancement, and Alumni Engagement 14
iv. Representation of the Department, Communication, and Other Responsibilities 14
10. ASSOCIATE CHAIR 14

I. OFFICE OF THE VICE-PRESIDENT AND PRINCIPAL

VICE-PRESIDENT AND PRINCIPAL

In accordance with the *Policy on Appointment of Academic Administrators* (sect. III.48), the Vice-President and Principal (hereafter, Principal) is the Divisional Head and Chief Executive Officer of the campus. While the Principal may elect to delegate authority to other administrators on the campus, they must retain responsibility for the overall direction of the campus and in particular for authority over the *budget, appointments and promotions*, and overall campus operations and management. They are ultimately responsible for all administrative decisions that are within their jurisdiction and authority.

II. OFFICE OF THE VICE-PRINCIPAL ACADEMIC AND DEAN

1. VICE-PRINCIPAL ACADEMIC AND DEAN

Acting on delegated authority from, and under the general direction of, the Vice-President and Principal and the Vice-President and Provost (in relation to academic matters), the Vice-Principal Academic and Dean is responsible for:

i. Strategic Leadership as Chief Academic Officer of the Campus

- Collaborate with the Office of the Vice-President & Provost, and the senior leadership at UTSC and U of T, and play a leading role in realizing UTSC's vision of being an "embodiment of inclusive excellence, a bold community of conscientious and adaptable global leaders in scholarship, innovation, teaching, and learning, who constructively disrupt the status quo, connect the world, and advance transformative change for the good of all"
- Set priorities for the portfolio and academic departments and facilitate development and implementation of strategic academic plans to guide current and future operations
- Provide leadership in ensuring that the campus maintains a clear focus on student learning, research excellence, and community engagement, including:
    - overseeing student Code complaints, per University policy
    - membership in High Risk, along with the Dean of Student Experience and Wellbeing and other partners
- Engage with stakeholders on and off campus, and promote the value and relevance of the Campus' and University's mission to various audiences
- Provide leadership and direction for advancement and alumni engagement to strengthen existing initiatives and to support growth of new ones
- Promote distributed leadership that empowers faculty, staff and students, and offers them ownership of the campus' vision, mission, and strategic objectives
- Work across academic disciplines in a highly collaborative manner and promote disciplinary and interdisciplinary excellence and connections, which reflect the diversity of disciplines and fields represented on the campus
- Meet regularly with the Vice-Principal Research and Innovation (VPRI) to foster collaboration and ensure mutual reinforcement of UTSC's academic mission and vision of inclusive excellence by the two portfolios
- Serve as Co-Chair of the Chairs and Academic Directors group with the VPRI

ii. Management of Academic Departments' Human, Financial, and Capital Resources

- Provide leadership in support of various categories of staff and faculty, and manage different employee relationships and collective agreements, and ensure that the campus is inclusive, progressive,

- Work with Chairs and HR Services to implement Campus guidelines regarding major personal life events for faculty members, such as births, bereavements, deaths
- Oversee the review of workplace environment/equity survey; assess trends; disseminate and discuss the findings; and coordinate efforts towards continuing improvement of that environment

iii. Representation of UTSC, Communication, and Other Responsibilities

- Serve on designated Campus and University committees, as outlined in University policies or as assigned by the Dean
- Represent UTSC on university committees(0.002 Tc -0.4.6 .6 (7.6 (t)-4.6 (s)-2.3 6b0O(n U)4.6 (ni(s)3 (t)-d(t)-4.6
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- Provide guidance and leadership for the management, monitoring, evaluation, and sustainability of graduate programs and courses at UTSC
- Provide guidance and support to Chairs regarding teaching assignments, and leadership for intra-campus, inter-divisional, and inter-institutional graduate program initiatives
- Administer campus-level graduate scholarships/awards, and conference support
- Provide leadership and oversight for the implementation and adaptation of School of Graduate Studies policies and guidelines
- Assist in addressing complaints and concerns about graduate student academic and non-academic misconduct; appeals of grades and academic standing; and supervision
- Be an advocate and leader for both disciplinary and interdisciplinary pedagogy and curriculum for graduate studies
- Support the building of a community of graduate [w 0.326 0 Td[(l)-2.6 (r)-4 (e)-1.B.7 (da)-1.7 (gon]n)-4.6 (ve)-1.

- Maintain currency with developments in areas under the portfolio, both within and beyond the institution
- Oversee the maintenance of an accurate and effective record management system
- Provide supervision, support, and career development for direct support staff reports
- Undertake other responsibilities as may be assigned by the Dean

4. VICE-DEAN TEACHING, LEARNING, AND UNDERGRADUATE PROGRAMS

Acting on delegated authority and general direction from the Dean, and supported by Associate Deans (Undergraduate Programs and Curriculum - ADUPC; Teaching and Learning - ADTL; and Experiential and Global Learning - ADEGL), the Vice-Dean Teaching, Learning, and Undergraduate Programs is responsible for:

i. Undergraduate Curriculum Planning, Program Coordination, and Student Success

- Provide leadership for strengthening of existing undergraduate programs, development of innovative new ones, and coordination of strategic initiatives through the Campus Curriculum Committee (CCC)
- Work with CCC to develop, implement, and regularly review transparent policies for proposing and approving undergraduate courses and programs, cancellations, suspensions, etc.
- Be an advocate and leader for both disciplinary and interdisciplinary pedagogy and curriculum
- Provide administrative oversight for campus-wide, cross-campus, inter-divisional, and inter-institutional collaborative undergraduate programs
- Review education plans, to ensure that they are appropriately aligned with resource allocations and the strategic priorities of the department and the campus, and make recommendations to the Dean
- Address unanticipated developments in program support and delivery (e.g., course over-subscription; emergency absences/leaves) in consultation ay (rl((rRc 0 ESS9 (o3)]TJ0 9 (e --0.006.6 (h --09 (y)

- Collaborate with the Office of Student Experience and Wellbeing to coordinate, monitor, and evaluate advising for prospective undergraduate students
- In partnership with relevant offices and academic departments, including the Registrar's Office, Marketing and Communications, Institutional Planning and Research Office, monitor student admissions, acceptances, and facilitate conversion activities and registration
- Collaborate with relevant academic and non-academic units in coordinating organization of prospective student orientation activities

ii. Undergraduate Student Retention and Success

- Collaborate with the Registrar's Office to establish a framework for effectively supporting students to navigate expectations to ensure that they meet admission, registration, promotion and continuation requirements
- Coordinate with the Office of Student Experience and Wellbeing to monitor, evaluate and enhance academic advising for current undergraduate students
- Collaborate with the Office of Student Experience and Wellbeing, Marketing and Communications, and other offices to develop programs and strategies to support and to enhance student wellbeing, success, and overall educational experience
- Oversee the management of non-research undergraduate student academic awards and liaise with relevant offices, including the Registrar's Office, Office and the Development and Alumni Relations Office
- Facilitate nomination of UTSC students for U of T and external non-research-related academic awards
- Monitor and evaluate issues related to student satisfaction, progress and retention and develop action plans

- Maintain an accurate and effective record management system
- Provide supervision, support, and career development for direct support staff reports
- Undertake other responsibilities as may be assigned by the Dean

6. ASSOCIATE DEAN EXPERIENTIAL AND GLOBAL LEARNING

Acting on delegated authority and general direction from the Vice-Dean Teaching, Learning, and Undergraduate Programs, the Associate Dean Experiential and Global Learning is responsible for:

i. Academic Leadership and Oversight of Experiential Learning LLigand T9.2 (c(2 t4r4T.bl9a6 (v)2J2&8

7. ASSOCIATE DEAN TEACHING AND LEARNING

Acting on delegated authority and general direction from the Dean and Vice-Dean Teaching, Learning, and Undergraduate Programs, the Associate Dean Teaching and Learning is responsible for:

i. Pedagogical Leadership and Oversight of the Centre of Teaching and Learning

- Provide leadership in educational excellence through transformative and inclusive teaching and learning
- Provide oversight of the Centre for Teaching and Learning (CTL) as well as other University of Toronto Scarborough and tri-campus initiatives through the Office of the Vice-Principal Academic & Dean
- Provide leadership in pedagogical innovation, educational technology, teaching support, faculty development, academic student support and experiential and work-integrated learning support
- Oversee, in collaboration with the Library and IITS, the operations and management of the

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III. OFFICE OF THE VICE-

- Explore, promote, and facilitate external research funding opportunities for faculty and students, including tri-agency, government, foundations, philanthropy, industry, and other kinds of support for new scholarly initiatives and growth
- Explore, promote, and facilitate international research connections
- Explore, in collaboration with the Dean, the establishment and evaluation of research Chairs, Professorships, and similar positions, evaluate related applications and make recommendations to the Vice-President and Principal
- Oversee the appointment and renewal of research Chairs and Professorships in collaboration with the Dean
- Oversee the establishment and management of research Institutes, Centres, and Clusters including EDU:Cs and EDU:Ds, in collaboration with the Dean

iii. Support Services

- Oversee compliance with University regulations pertaining to research and research grants, including ethics protocols, at UTSC
- Establish measures of success and provide an annual report on research grants and scholarly work at UTSC
- Administer applications for, and allocation of, funds in support of conferences, exhibitions, performances, workshops, and symposia organized under the leadership of a UTSC faculty member, department, or student group
- Administer applications and funds for faculty conference-/exhibition-/performance-related travel
- Oversee the management of relevant undergraduate and graduate student research awards, including tri-campus and external ones (e.g., USRAs, UTEAs, the JHI's Scholar-in-Residence Program)
- Liaise with any scholarly publications 5 Ti1 1 Tf1.45[34.64.3 (3 (c)-1.7 (a)-1.dT1 1 Tf0 m2 (3.9 (e)9.2 (r0.772o.0

- Oversee and support the operations and growth of campus-linked accelerators, including those that are department-based
- Facilitate relationships between campus-linked accelerators and community, industry, and government partners
- Provide direction and support for commercialization of research and innovation by UTSC students, faculty and staff

vi. Awards and Honours

- Facilitate consideration of UTSC research/scholarly excellence award winners and other faculty members for the major U of T and external nominations, awards, and recognitions
- Administer nominations and adjudication of all UTSC's Research/Scholarly Excellence Awards for facu10.9 (s)-2.4 (u)10..3 (0.9 (2 (x)2 (c)11.3 -2.6 (y)12.9 (402 Tw)l8 Tc -0.01 (s an)1n b)10.9 (y U0..3 (0 T.6 .

The two AVPRI positions are:

1) AVPRI – Strategic Initiatives and Partnerships (SIP)
2) AVPRI – Research Facilitation and Infrastructure (RFI)

While each AVPRI has a specifically defined mandate, the two have common or shared responsibilities, with 5 Tw con3.6 g

- Support the development of research guidelines for those engaged with communities, not-for-profit organizations, governments and industries
- Support the establishment of UTSC as a centre of excellence for research partnerships and knowledge mobilization, and identify and help lead a set of priority research collaborations that bring together tri-campus colleagues and local, regional, national, and international partners from various sectors (see: Inspiring Inclusive Excellence strategic directions 2.3 and 4.3)
- Develop, monitor and update guidelines for the establishment or dis-establishment of research institutes, centres, clusters
- Evaluate and make recommendations to the VPRI regarding proposals for the establishment of new and renewal of existing research units (e.g., Centres and Institutes, including EDU:Cs and EDU:Ds)
- Review annual reports of UTSC-

- Liaise regularly with principal investigators regarding pre- and post-award support for Tri-Agency grants to enhance existing grant submission processes and to ensure efficiency and effectiven

4. DIRECTORS OF RESEARCH CENTRES

Acting on delegated authority and general direction from the Vice-President Research and Innovation or the designated Chair, as outlined in the terms of appointment, the Director is expected to put the interest of the Centre ahead of their own research interest or specialty and undertake activities that include, but are not limited to: