



## Associate Dean of Humanities and Social Sciences, Academic Programs Position Profile

*May 2026; Office of the Deans of Arts and Science*

Reporting directly to the Dean of Humanities and Social Sciences and in consultation with the Dean of Graduate Studies, the Associate Dean, Academic Programs provides academic leadership responsible for supporting undergraduate and graduate program quality, academic integrity and enrolment in the Humanities and Social Sciences.

As a member of the Humanities and Social Sciences decanal leadership team, the Associate Dean plays a key role leading the development and review of academic programs, ensuring academic integrity and assisting in strategic student recruitment, retention and enrolment planning. The Associate Dean will work collaboratively and collegially with the Dean and other members of the decanal leadership team, with Chairs, Directors and Coordinators in the Humanities and Social Sciences and other departments, and with other Deans, Associate Deans and administration leaders at Trent University.

Associate decanal responsibilities include: Leading new program development and supporting program cyclical reviews; Quality appraisal of new and existing programs in accordance with university, provincial and external accreditation bodies; Supporting undergraduate and/or graduate program administration across the Humanities and Social Sciences; Promoting a supportive environment for student success and responding to student concerns; Chairing a major university committee related to program quality such as Cyclical Program Review Committee and Undergraduate Studies Committee; Collaborating with Academic Integrity (Provost's Office) and the Trent Teaching Commons; and, participating in student recruitment and advancement events and activities to enhance the reputation of the Humanities and Social Sciences.

Candidates must be a full-time (TUFA) faculty member of Trent University, with preference given to members who hold a tenured faculty appointment in the Humanities and Social Sciences.

Ideal candidates will have leadership and administrative experience in academic planning and Trent's interdisciplinary learning environments including program development, cyclical reviews and academic integrity. Demonstrated ability to lead committees and working groups, build consensus among colleagues, provide leadership and initiative, and manage workplans and deadlines will be key considerations in the selection process.

Applications should include a cover letter and updated curriculum vitae sent to Kathryn Norlock, Dean of Humanities and Social Sciences, Interim, at [kathrynnorlock@trentu.ca](mailto:kathrynnorlock@trentu.ca). The application deadline is June 5, 2026.