INTERNAL POSTING –Dean, Graduate Studies

Applications are invited for the position of Dean, Graduate Studies at Trent University (full posting attached). This position will be filled internally for a five-year term, July 1, 2027, to June 30, 2032.

Candidates must be a full-time tenured TUFA faculty member of Trent University.

Applications, including a cover letter and current curriculum vitae, should be submitted by email to Dr. Mark Skinner, Provost and Vice President Academic at markskinner@trentu.ca.

Review of applications will begin on **Wednesday, December 16, 2026**.

Dean, Graduate Studies
Position Profile

Internal Posting – Tenured TUFA faculty members are eligible to apply.

Reporting to the Provost and Vice President Academic, the Dean of Graduate Studies provides strategic academic leadership for Trent's graduate portfolio and its continued development. Central to the University's academic and research mission, the portfolio spans master's and doctoral degrees, professional and course-based programs, graduate diplomas, collaborative specializations, and pathways to advanced study across a broad range of disciplines.

As a member of the University's senior academic leadership team, the Dean leads the development and evolution of Trent's graduate portfolio, balancing opportunities for growth with academic quality, research strengths, faculty and supervisory capacity, student demand, and financial sustainability.

A key priority is strengthening graduate enrolment and Trent's ability to attract, retain, and support outstanding students across research-intensive, professional, and course-based programs. This includes advancing competitive funding, strong academic and research opportunities, and an excellent student experience, while responding to an evolving external environment, including government policy and regulatory changes affecting domestic and international enrolment.

Working collaboratively across the University, the Dean brings an institutional perspective to the role, ensuring graduate priorities and their contributions to Trent's academic mission, research capacity and future development are reflected in University planning and decision-making.

Graduate Programs
The Dean of Graduate Studies provides leadership across a diverse range of graduate diploma, master's and doctoral program, including:

Anthropology (MA, MSc)
Applied Modelling and Quantitative Methods (MA, MSc)
Arts Management (M.AMgt)
Bioenvironmental Monitoring and Assessment (MSc, G.Dip)
Canadian Studies (PhD)
Canadian Studies and Indigenous Studies (MA)
Computer Science (MSc)
Cultural Studies (MA, PhD)
Educational and Community Leadership (G.Dip)

Educational Studies (MEd)
English (Public Texts) (MA)
Environmental and Life Sciences (MSc, PhD)
Forensic Sciences (MScFS)
History (MA)
Indigenous Studies (PhD)
Instrumental Chemical Analysis (MICA, G.Dip)
Interdisciplinary Aging Studies (MA)
Interdisciplinary Social Research (PhD)
Management (MMGT)
Materials Science (MSc, PhD)
Nursing (MScN)
Psychology (MSc, PhD)
Psychotherapy (MPsyt)
Sustainability Studies (MA)

Key Responsibilities

1. Graduate Academic Strategy and Program Portfolio

- Lead the University's academic strategy for graduate education and advance graduate education as an integral part of Trent's academic and research mission.
- Contribute actively to the collective leadership of Trent's academic mission, including institution-wide academic planning, policy, resource decisions and strategic priorities, while championing graduate education across the University.
- Shape priorities for the growth, development and sustainability of Trent's graduate program portfolio.
- Collaborate across the University to identify opportunities for new and expanded graduate programming that build on areas of academic and research strength and respond to emerging student and societal needs.
- Guide decisions about program growth and development in consideration of academic quality, faculty and supervisory capacity, research opportunities, student demand, financial resources and long-term sustainability.
- Advance academic policies and practices that support strong graduate education, supervision and academic standards.
- Oversee graduate program approvals, reviews and quality assurance processes in keeping with institutional and provincial requirements.
- Provide leadership within Senate and its committees on graduate education, academic policy and quality.
- Partner closely with the Deans, Vice-President Research & Innovation, and other academic leaders to advance graduate education and strengthen its connections to academic and research priorities across the University.
- Monitor trends and emerging developments in graduate education and advise the Provost and Vice-President Academic on related opportunities, risks and changing expectations affecting University planning and decision-making.

2. Graduate Enrolment and Growth

- Lead graduate enrolment planning and establish priorities for sustainable growth across Trent's graduate portfolio.
- Collaborate with Enrolment Management, Trent International, academic units and graduate programs on coordinated approaches to recruitment, communications, conversion and retention.
- Monitor the changing domestic and international graduate recruitment environment and position Trent to respond to shifts in student demand, competition, government policy and regulatory requirements.
- Advise the Provost and senior leadership on emerging enrolment issues and their implications for academic planning, program sustainability and resources.
- Draw on enrolment, applicant, student and market information to identify opportunities, assess program performance and inform decisions about future growth.
- Align enrolment ambitions with academic and supervisory capacity, research opportunities, graduate funding and financial sustainability.

3. Graduate Student Funding and Competitiveness

- Provide strategic leadership for the University's approach to graduate student funding, recognizing its importance in attracting and retaining highly qualified students.
- Collaborate with the Provost, Vice-President Research and Innovation, Advancement, academic units and graduate programs to strengthen scholarships, bursaries, assistantships, fellowships and other forms of graduate student support.
- Advance strategies to attract outstanding master's and doctoral students, including students whose scholarship aligns with Trent's areas of research strength.
- Strengthen graduate student participation and success in external scholarship and fellowship competitions and pursue opportunities to increase external funding.
- Guide the strategic and transparent allocation of graduate funding in support of students, programs and University priorities.

4. Graduate Student Experience and Success

- Champion an excellent graduate student experience from recruitment and admission through program completion and transition to further study or employment.
- Advance graduate supervision, mentorship, academic integrity and scholarly development.
- Collaborate with graduate programs and University partners to strengthen academic supports, professional development, research training and career preparation.
- Expand opportunities for graduate students to participate in research, teaching, experiential learning and knowledge mobilization.
- Bring senior academic judgement to complex graduate student matters and promote fair, consistent and timely application of University policies and processes.
- Advance approaches that support student retention, progression and timely completion, and bring graduate student perspectives into University planning and decision-making.

5. Operational Leadership and Resources

- Provide leadership to the School of Graduate Studies, working closely with the Associate

Deans and to advance academic and operational priorities.
- Oversee the effective administration of graduate admissions, registration, student funding, thesis examinations and related academic processes.
- Steward graduate operating and student funding budgets, aligning resources with academic and institutional priorities.
- Lead and support School staff and foster a collaborative, service-oriented and accountable environment.
- Maintain policies, systems and processes that effectively support graduate programs and students and meet University, collective agreement and regulatory requirements.
- Partner with Graduate Program Directors and academic units to support the effective administration of graduate programs and oversee graduate faculty appointments in accordance with University policies and applicable collective agreements.

6. External Engagement and Partnerships
- Represent Trent in provincial, national and international graduate education networks and associations.
- Develop relationships with universities, government, research organizations, community and industry partners that strengthen graduate education and research.
- Partner with Advancement and University leaders to build philanthropic support for graduate students, scholarships and graduate education.
- Raise the profile of Trent's graduate programs, students and research strengths and contribute to the University's reputation in graduate education.

Candidate Profile

The ideal candidate will be an accomplished scholar and academic leader with the credibility, experience and judgement to lead graduate education across a diverse and growing university. They will understand the connections among graduate education, research, enrolment, academic quality and institutional sustainability, and will bring an institution-wide perspective to the role.

The successful candidate will demonstrate the following leadership attributes:
- Collegial and collaborative, with the ability to build trust and productive relationships across the University.
- Strategic and institutionally minded, with the ability to see graduate education in the context of the University's broader academic, research and enrolment priorities.
- A clear and credible communicator, comfortable engaging students, faculty, academic leaders, governance bodies and external partners.
- Thoughtful and decisive, bringing sound judgement, integrity and fairness to complex issues.
- Committed to students and academic quality, with a strong understanding of the conditions that support graduate student success.
- Forward-looking and adaptable, able to navigate a changing environment while identifying opportunities for Trent.

The successful candidate will have the following qualifications:
- A doctoral degree or other terminal degree appropriate to their academic discipline.

- A strong record of scholarship, teaching and graduate supervision appropriate to a senior academic leadership appointment.
- Significant academic administrative leadership experience in a university setting, including experience leading across academic and administrative portfolios.
- Substantial knowledge of graduate education and experience with graduate programs, students, faculty and supervision.
- Experience in academic planning, program development, academic quality assurance and university governance.
- An understanding of graduate enrolment, including recruitment, retention and completion, and the changing domestic and international graduate education environment.
- Knowledge of graduate student funding and its relationship to student recruitment, research and graduate student success.
- Experience with budgets, resource allocation and organizational planning, together with the judgement to address complex academic and student matters.