

ASSOCIATE DEAN, TEACHING & LEARNING POSITION PROFILE



Jan 2023; Office of Provost & VP Academic

POSITION SUMMARY

Through leadership and support, the Associate Dean will promote the enterprise of teaching at the university by building upon established teaching strengths and fostering the creation of new opportunities. As a champion of teaching at the university, the Associate Dean will lead teaching and learning initiatives and enhance the scholarship of teaching and quality curriculum design within and beyond the university community. An advocate and mentor, the Associate Dean will be both consultative and collaborative in working with staff, faculty, and deans to promote the use of pedagogical and technological advances in teaching and learning. Specifically, the Associate Dean will provide oversight and guidance for the Centre for Teaching & Learning and Trent Online through day-to-day academic and administrative supervision and guidance for faculty and staff in the broader teaching and learning portfolio.

The Associate Dean will be committed to: facilitating communities of practice in teaching and learning; fostering the growth of educational technologies and online learning; supporting the programming and curricula of Trent Online and the Centre for Teaching and Learning, and advancing innovative teaching and learning through education-based research and projects.

The Associate Dean position will be an academic administrator position who, in addition to their administrative office, will be expected to contribute to teaching. This position will report directly to the Dean, School of Education & Professional Learning.

KEY DUTIES

1) STRATEGIC LEADERSHIP AND ENHANCEMENT OF SCHOLARSHIP IN TEACHING AND CURRICULUM DESIGN

- Foster overall ***excellence in teaching*** and a commitment to student-centered education to improve the learning environment for students and enhance student learning experiences. Participate in and lead university-wide teaching, learning and leadership initiatives. Promote an understanding and appreciation of teaching and learning that supports the importance of interdisciplinarity at Trent. Recognize excellence in teaching by celebrating faculty successes in education at Trent University.
- Provide leadership through the collaborative development and implementation of a ***strategic plan*** for both the Centre for Teaching & Learning and Trent Online, relevant to Trent University's vision, mission and strategic direction. Establish priorities and consultation processes to guide planning and decision-making processes.

- Develop a comprehensive and long-term strategy to **expand online learning opportunities and quality curriculum** in consultation with deans and departments as well as Online staff. Ensure quality course design, incorporating the latest in technology, including audio, visual and interactive components, as well as increasing AODA compliance.
- Facilitate **collaborative learning and networking**. Mentor and inspire faculty by providing a welcoming community for instructors and staff to interact, learn and support each other in curriculum design and effective teaching strategies.
- Advance the **scholarship of teaching** through: awareness of trends in the field, teaching practices that lead to excellence, online technological advances, and educational development practices. Support and lead scholarship on engaging and sustainable teaching and learning initiatives. Encourage excellence and knowledge mobilization through teaching scholarship activity at the undergraduate and graduate levels.

2) ADMINISTRATION & OPERATIONS MANAGEMENT INCLUDING FISCAL RESPONSIBILITY

- The Associate Dean will have primary responsibility for the daily operations of the Centre for Teaching & Learning and Trent Online and will provide **administrative and management direction**. Ensure organizational systems are in place to support effective and efficient operations. Support staff and the dean in the administration of financial, administrative and human resources.
- Oversee the design, implementation and assessment of **professional learning and development programs** for the Trent University community including workshops, panel discussions, university events, lunch & learn series, consultations, and program review support. Collaboratively develop programming to provide for quality and innovative teaching to enhance student experiences and success. Responsive to the needs and requests of the University Community including staff in Trent Online and the Centre for Teaching and Learning. Support the development of professional learning opportunities for members of the Trent teaching community – including instructors/faculty, graduate students, academic units, staff, and administration. Support the educational developers with professional learning programming on course design, curriculum development, assessment and evaluation practices, teaching portfolios, pedagogy, active learning strategies, instructional technology, online teaching strategies and techniques, learning outcomes and curriculum mapping, and educational leadership.
- Lead and support **report and proposal writing**. Respond to funds available through government grants and other agencies; initiation, development and submission of applications in timely fashion; follow-up including implementation, confirmation of funding, interim and final reporting requirements in consultation with the dean and the units involved.

- Collaborate with deans, faculty and staff to provide high caliber teaching and course development for online learning, including being knowledgeable on **technological advances** that provide excellence in online courses; oversee the development of innovative online learning programming.
- Promote and support the awards coordinator related to **internal and external teaching awards and fellowships**. Recognize excellent performance of teaching in faculty who bring inspiration to students across the university. Collaborate on the submission of external awards, encourage applications and initiate and assist in the submission of external awards. Advocate for internal Teaching Fellowships and new awards as well as funding for these positions. Provide oversight for the Celebration of Teaching & Excellence, an annual event celebrating excellence of teachers at the University.
- Support **teaching scholarship** projects with faculty leading to research publications and knowledge mobilization initiatives.
- **Participate on committees** related to teaching, learning, and online technology as appropriate and required.
- **Fiscal responsibility and accountability** including overseeing the development and management of the budgets for the Centre of Teaching & Learning and Trent Online to meet resources planning and allocation needs. Actively explore new avenues of revenue to support the priorities of the division and advocate for new resources or investments in the annual budget presentation process. Effective management of financial resources in accordance with the University's policies and procedures. Support staff through budget processes, in an accountable and transparent manner, and in consultation with the dean.
- Continued **promotion of teaching and learning**, through initiatives such as the *Showcase Series* which features staff, students and faculty and the individual's contribution to excellent learning in collaboration with staff of the Centre for Teaching and Learning.
- Collaborate on and oversee **special projects** and university initiatives related to teaching and learning.
- Oversee production of **Annual Reports and other key communications** for distribution to the university community.
- Publicize and advise the dean, faculty and staff regarding **external developments** including funding opportunities, teaching awards and professional development.
- Ensure operations are in accordance with established University **policies and procedures**.
- Develop a **diverse and inclusive working and learning environment**.
- **Additional duties as required**.

3) RELATIONSHIP AND PARTNERSHIP BUILDING

- Develop and maintain **collegial and professional partnerships**. Encourage relationship-building and engage stakeholders across the university. Support and encourage collaborations among and within academic units. Foster and promote interdisciplinary collaboration among faculty.
- **Represent the university** through participation at relevant professional conferences and meetings, and continued membership as appropriate. Liaise with community agencies and professional associations.
- Work with the dean and the Office of External Relations and Advancement to ensure that **philanthropic priorities** are aligned with the academic priorities of teaching and learning. Engage in revenue-generating events and participate in **fundraising activities** to specifically promote and support both Trent Online and the Centre for Teaching & Learning.

QUALITIES AND EXPERIENCE REQUIRED

The successful candidate will have the following qualities and experiences:

- Have a PhD and be a full-time faculty member of Trent University
- Have a demonstrated record of excellence in teaching at the post-secondary level with a strong personal record of teaching
- Demonstrated experience engaging in innovative teaching and/or teaching projects
- Active and current involvement in scholarship (preferably related to teaching), including a research-based publication history
- A demonstrated commitment to technology as a tool for effective teaching and learning including the design of online learning opportunities in an academic environment
- The ability to engage and inspire faculty in teaching, and to build consensus and divergence
- A commitment to teaching across the divisions while recognizing the importance of collaboration in an interdisciplinary academic environment
- Experience in a leadership role at the undergraduate or graduate level