

Associate Dean of Graduate Studies Position Profile

Reporting directly to the Dean of Graduate Studies, the Associate Dean of Graduate Studies provides academic leadership supporting professional programs and skills for graduate students.

As a member of the Graduate Studies leadership team, the Associate Dean of Graduate Studies is responsible for professional graduate programs, collaborating with appropriate Dean's around staffing professional and interdisciplinary graduate programs, and developing graduate professional skills and micro-credentials. Specific duties will include:

- Acting as a liaison between professional and interdisciplinary graduate programs and Dean's and Associate Dean's to ensure appropriate staffing of programs.
- Overseeing quality appraisal of new and existing professional programs in accordance with university, provincial and external accreditation bodies
- Leading the development of new professional graduate programming
- Ensuring academic integrity and assisting in strategic student recruitment, retention and enrolment planning in professional graduate programs
- Promoting a supportive environment for professional graduate program student success and responding to student concerns
- Leading in the development of graduate student professional skills and micro-credentials.
- Representing the School of Graduate Studies on various university committees.

The Associate Dean of Graduate Studies will have a teaching workload of 1.0 courses annually and will remain active in teaching, research, and service relevant to their faculty appointment in accordance with the TUFA Collective Agreement.

This position will be filled internally with a start date of July 1, 2023. Candidates must be a full-time (TUFA) tenured faculty member of Trent University.

Ideal candidates will have leadership and administrative experience relevant to graduate programming, 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 and manage workplans and deadlines will be key considerations in the selection process.

Applications, including a cover letter and current curriculum vitae, should be submitted by email to Dr. Craig Brunetti, Dean of Graduate Studies, craigbrunetti@trentu.ca, by **Wednesday April 12, 2023**.