

Associate Dean, Trent University Durham GTA

Position Profile

March 2023; Office of the Dean and Head, Trent University Durham GTA

Reporting directly to the Dean and Head of Trent University Durham GTA, the Associate Dean, Trent University Durham GTA provides academic leadership responsible for supporting program quality, academic integrity and enrolment on the Trent Durham campus.

As a member of the Trent Durham 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 at Trent Durham and in Symons campus-based departments offering programming in Durham, and with other Deans, Associate Deans and administration leaders at Trent University.

Associate decanal responsibilities include: Promoting a supportive environment for student success and responding to student concerns; Supporting the quality appraisal process of new and existing programs in accordance with university, provincial and external accreditation bodies; Leading new program development processes under the direction of the Dean and Head, and supporting program cyclical reviews; Chairing committees on the Trent Durham campus and/or a major university committee related to program quality such as Cyclical Program Review Committee, Undergraduate Academic Policy Committee and Undergraduate Studies Committee; Collaborating with Academic Integrity (Provost's Office) and the Centre for Teaching and Learning; and, Participating in campus recruitment and advancement events and other activities that enhance the reputation and collegial culture of the Trent Durham GTA campus.

The Associate Dean, Trent University Durham GTA 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 CA.

Candidates must be a full-time (TUFA) faculty member of Trent University, with preference given to members who hold a tenured faculty appointment in a degree granting program that is available on the Trent Durham GTA campus.

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 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. Scott Henderson, Dean and Head, Trent University Durham, at scotthenderson@trentu.ca. Review of applications will begin on **Monday, April 24th, 2023**.