

DEAN OF HUMANITIES AND SOCIAL SCIENCES POSITION PROFILE

(updated November 2023; Office of Provost)

SUMMARY

The Dean of Humanities and Social Sciences position is the senior administrator responsible for the division of Humanities and Social Sciences at the university, reporting directly to the Provost & Vice President Academic. As a visionary for Humanities and Social Sciences, the Dean will provide the overall direction and guidance to foster an environment of excellence in learning, teaching and research. As both an advocate and mentor, the Dean will be responsive to the needs of faculty and students, ensuring student success and offering high quality programs in Humanities and Social Sciences.

The Dean is accountable for building effective and collegial relationships within the university, with cognate disciplines in the university, and with partners in the community. In particular, the Dean of Humanities and Social Sciences works closely with colleague deans at both the undergraduate and graduate levels.

The Dean will build upon existing strengths and create new opportunities for partnerships, research and experiential learning for students. By engaging faculty in a collaborative and consultative manner, the Dean will be both visible and transparent in their leadership. As a member of the University's senior administration, the Dean will be responsible for promoting the provincial, national and international reputation in both research and teaching, participating in strategic planning, student recruitment and retention and philanthropy and fundraising activities for the university.

The Dean will have primary responsibility for the management, direction and administration of Humanities and Social Sciences schools, departments and programs within the university, which encompasses the quality and development of programming, responsibility, and accountability for fiscal performance, approval of instructional staffing, student success and experiences and space and facilities.

Chairs, Directors and Associate Deans in the Humanities and Social Sciences will report directly to the Dean on matters having to do with instructional staffing, degree programming and curriculum matters.

The Dean of Humanities and Social Sciences is responsible for the following academic units and programs:

- Chanie Wenjack School for Indigenous Studies
 - Indigenous Studies
 - Indigenous Environmental Studies
- School for the Study of Canada/École d'études canadiennes
 - Canadian Studies
 - French and Francophone Studies

- School of Business
 - Business Administration
- Department of Anthropology
 - Anthropology
 - Archeology
- Department of Cultural Studies
 - Cultural Studies
 - Media Studies
- Department of Economics
 - Economics
- Department of English Literature
 - English Literature
- Department of Gender and Social Justice
 - Gender and Social Justice
- Department of History
 - History
- Department of International Development Studies
 - International Development Studies
- Department of Philosophy
 - Philosophy
- Department of Political Studies
 - Political Studies
- Department of Social Work
 - Social Work
- Department of Sociology
 - Criminology
 - Sociology
- Other programs
 - Ancient Greek and Roman Studies
 - Arts and Science
 - Languages and Linguistics
 - Trent-Swansea Law and Arts / Law and Business Dual Degree

KEY DUTIES

1. **Academic Leadership**
2. **Strategic Leadership**
3. **Fiscal Responsibility and Accountability**
4. **Relationship Building and External Relations**
5. **Operational Leadership**
6. **Contribution to Scholarship**

May be assigned other duties as requested by the Provost and Vice President Academic

1. ACADEMIC LEADERSHIP

The Humanities and Social Sciences Dean will work collaboratively and collegially with a number of academic units to enhance the quality of programming and the learning experiences for students. Within the Humanities and Social Sciences division, they provide day-to-day academic and administrative leadership, supervision and support for faculty and staff.

- Works collaboratively with:
 - their colleague deans in Science, Education and Nursing to offer interdisciplinary degree programs and courses to ensure proper level of resource and instructional support;
 - the Graduate Dean to understand and support the instructional staffing priorities in the graduate programs;
 - the Dean and Head of Trent University Durham GTA to support Humanities and Social Sciences courses and programs offered at the Durham campus; and,
 - the Associate Vice President, International to explore and maximize academic partnerships and year abroad opportunities and to develop programs to attract international students.
- Enhances student experience by leading the development of increased experiential and work integrated learning opportunities for students.
- Explores and develops internal and external partnership agreements to further education and research potential for both faculty and students.
- Sets priorities for high level of teaching and research productivity and scholarship contribution.
- Fosters an environment of collegiality, providing academic leadership for all faculty involved in the delivery of courses and programs offered in the Humanities and Social Sciences. Mentors and inspires faculty to excel in teaching, research and scholarly pursuit. Provides feedback for faculty members as part of annual performance review.
- Supports curriculum development to achieve sustainability and ensures alignment with the University's overall planning objectives, i.e., Strategic Mandate Agreement.
- As Dean of Humanities and Social Sciences, provides leadership in support of Indigenous academic priorities to increase awareness and understanding of Indigenous knowledge and Indigenous issues.
- Provides for and supports the recruitment of high-quality instructional faculty in Humanities and Social Sciences. Establishes a long-term plan for faculty renewal by identifying and establishing priorities within the Humanities and Social Sciences division, working collaboratively with the Dean of Graduate Studies.

- Leads program planning and development in Humanities and Social Sciences ensuring fit with the University priorities. Oversees quality assurance of new and existing undergraduate programs in Humanities and Social Sciences.
- Maintains an effective quality-monitoring program to assess student success and to identify areas of the learning experience that require review/revision. Oversees curriculum development.
- Responsible for ensuring adherence of academic policies and recommending revisions as appropriate.

2. STRATEGIC LEADERSHIP

The Dean is a senior administrator and will work closely with the President, Vice Presidents, Associate Vice Presidents and Deans in achieving the goals and directions of the university.

- Models and actively supports the vision and strategic directions of the university.
- Provides vision for the Humanities and Social Sciences and provides academic leadership, direction setting, and quality of learning experience. Advocates for the advancement of the Humanities and Social Sciences through effective communication and resource planning. Establishes priorities within the Humanities and Social Sciences division to guide planning and decision-making processes.
- Participates in development and implementation of university strategy, policy and institutional management as a member of the senior administration and as a member of the University Senate, representing the goals, needs and views of undergraduate students in the Humanities and Social Sciences.
- Participates in strategic planning and management activities at the university level.
- As Dean of Humanities and Social Sciences, is a champion of Indigenous academic priorities and, in response to the Truth & Reconciliation Commission of Canada: Calls to Action, will be a leader in supporting Indigenous initiatives at the university.
- Enhances the reputation of the university and the Humanities and Social Sciences by participating in recruitment and retention activities, and as a member of the Strategic Enrolment Management Committee.
- Encourages collaborative relationships within Humanities and Social Sciences and across divisions. Creates and seizes new opportunities to build research capacity; builds on existing and seeks out new partnerships.
- Participates with colleague deans and senior university leaders, both academic and other, in administrative and leadership committees (including but not limited to Provost's Planning Group and one or more additional Senate subcommittees at the request of the Provost); contributes to planning meetings with the Provost, President and Board of Governors; prepares budget presentations; collaborates on new projects and resource allocations.

3. FISCAL RESPONSIBILITY AND ACCOUNTABILITY

- Following the University's budget model, the Dean has significant accountability for generating revenue and allocating resources to support the overall needs within the Humanities and Social Sciences division.
- Provides input on the budget model and its proponents, as a member of the Provost's Planning Group (PPG).
- Responsible for the overall management of the instructional and operational budget with the Humanities and Social Sciences division. Develops and manages budget based on accountable and transparent processes.
- Analyzes data, identifies and sets priorities to make informed budget decisions taking into consideration: student enrolment, required faculty for undergraduate and graduate programming, staff and resources for the delivery of programs in Humanities and Social Sciences.
- Effectively manages the financial resources in accordance with the university's policies and procedures.
- Advocates for new resources or investments for instructional staffing and/or facilities as per the required budget processes. Actively explores new avenues of revenue to support the priorities of the division.
- Finalizes the staffing plan within the budget envelope provided for in the Humanities and Social Sciences.

4. OPERATIONAL LEADERSHIP

- Promotes an understanding and appreciation of the programs and activities in Humanities and Social Sciences.
- Provides strong administrative and management direction for Humanities and Social Sciences. Ensures organizational systems are in place to support the operations of the As Dean of Humanities and Social Sciences units, including ensuring fiscal responsibility and accountability.
- Supports chairs and staff in the administration of financial, administrative and human resources. Ensures organizational systems are in place to support the efficient and effective operation within the Humanities and Social Sciences.
- Addresses complaints in an effective and timely manner in accordance with established university procedures. Ensures good communication between chairs and program directors, faculty and students.
- Develops and maintains excellent student relations within the Humanities and Social Sciences division. Actively manages student complaints and concerns.
- Accountable for the implementation and administration of the university's policies and procedures. Communicates and ensures operational procedures are followed within the Humanities and Social Sciences.

- Respects and promotes the effectiveness of governing bodies, i.e., Senate and Board of Governors, in decision-making processes.
- Advises senior administration of external developments and of their potential implications to Humanities and Social Sciences and suggests possible responses on the part of the university.
- Responsible for facilities management of all Humanities and Social Sciences space, including allocation of space.
- Advocates for the advancement of Humanities and Social Sciences through effective communication and resource planning.
- Recognizes excellent performance of staff, faculty and students in Humanities and Social Sciences.
- Assumes responsibility for the effective administration of the collective agreements and works to enhance the university's relationship with its union locals. Ensures that faculty and staff assignments are consistent with all relevant collective agreements.
- Responsible for proactively addressing health and safety needs of staff, acting to ensure issues are appropriately resolved; and ensuring that safety procedures are enforced for the protection of students, in compliance with the Occupational Health and Safety Act.
- Develop and support a diverse and inclusive working and learning environment.

5. RELATIONSHIP BUILDING AND EXTERNAL RELATIONS

Fosters and maintains, in conjunction with the Vice President External Relations & Development, Vice President Research and Innovation, the President's Office and other Deans, good relationships with alumni, donors and other external agencies and groups. Promotes good and responsible external relations. Supports and encourages collaborations with the community, agencies and institutions within the Peterborough and Durham regions.

- Ability to build relationships and engage stakeholders across the university, nationally and internationally. Develops and maintains collegial and professional partnerships. Acts as a role model for collaborative decision-making as well as supportive and cooperative cross-program/department working relationships.
- Collaborates with Vice President Research & Innovation to ensure optimal relationships among undergraduate, graduate and research activities.
- Works with Associate Vice President, International to enhance opportunities for academic exchanges through promotion and development of new and existing programming.
- Works with the Vice President External Relations and Development to ensure that philanthropic priorities are aligned with academic priorities. Participates in community, donor cultivation and recognition and other events as requested to build profile for Humanities and Social Sciences and facilitates relationship development. Engages in significant revenue-generating and fundraising events and activities.

- Strengthens Indigenous academic priorities across the university community. As Dean of Humanities and Social Sciences, actively supports and promotes activities and events held by the Chanie Wenjack School to enhance community engagement and understanding.
- Represents the university on external committees, including as a member of the Council of Ontario Universities - Council of Deans of Arts & Science of Ontario (CODAS).

6. CONTRIBUTION TO SCHOLARSHIP IN HUMANITIES AND SOCIAL SCIENCES

- Maintains active and current involvement in Humanities and Social Sciences scholarship and research.
- Supportive of faculty within the Humanities and Social Sciences division and promotes interdisciplinary collaboration.
- Fosters an environment where research and pedagogy in Indigenous knowledge is respected and recognized across the University community.
- Works closely with the Vice President Research & Innovation and Dean of Graduate Studies to lead scholarship and research in Humanities and Social Sciences.

QUALITIES AND EXPERIENCE REQUIRED

The ideal candidate will be an experienced, effective leader with:

- Demonstrated ability to lead change, engage and inspire faculty, students and staff in strategic initiatives.
- Ability to foster excellence in teaching and research with a commitment to student-centered education and to improving the learning environment for students.
- Demonstrated understanding and commitment to the division of Humanities and Social Sciences while recognizing the importance of collaboration in an interdisciplinary academic environment.
- At least 5 years of significant progressive administrative experience, including experience as a Chair or Director overseeing undergraduate programs.
- Strong personal record of undergraduate teaching and research in the field of Humanities and Social Sciences and appreciation of the enduring importance of scholarly research.
- Ability to build consensus across the university and proven competence in negotiation and conflict management.
- Ability to lead and manage change, collegially and consultatively.
- Proven problem-solving skills and ability to recognize and make critical decisions.
- Proven understanding and experience with academic planning, resource allocation and budget development in a setting with competing priorities.
- Experience with university budgets and proven numeracy and data analytical skills.
- Demonstrated record of internal and external partnership-building.
- Excellent communication skills; open, transparent, with a high level of integrity.
- Respect for equity, diversity, inclusion and Indigenization.
- PhD in a Humanities and Social Sciences related field is preferred.