Vice-Provost and Associate Vice-President, Academic
Appointment Details

THE OPPORTUNITY

The Vice-Provost and Associate Vice-President, Academic Search Committee invites nominations and applications for the role of Vice-Provost and Associate Vice-President, Academic (VP/AVPA) from internal applicants of Simon Fraser University.

As a member of the Vice-President, Academic and Provost’s (VPA) executive team, the VP/AVPA’s primary responsibilities include oversight of enrolment planning, academic resource allocation models, space allocation, and capital planning. The VP/AVPA relates to the senior executive team at Simon Fraser University, and is part of a team that drives the processes for delivering excellence in the academic mission. The next VP/AVPA will be appointed for a five-year term, eligible for renewal for one term. The start date is September 1, 2017.

DUTIES AND RESPONSIBILITIES

- Administers academic program planning and institutional analysis within the Office of the Vice-President, Academic and Provost. This includes supervising the Director of Institutional Research and Planning, the analysis of statistical and operating data, strategic enrolment management, and developing resource allocation models in support of Faculty budgets around the annual Enrolment Plan.

- Supervises the Director, Academic Planning and Quality Assurance in areas relating to unit quality assurance processes via external reviews.

- Oversees new program development governed by the BC Degree Authorization Act and government accountability reporting.

- Supervises the Director, Office for Francophone and Francophile Affairs relating to the delivery of academic programs and courses in French, and the external activities of the office with the Francophone community, government, and other partners.

- Advises the VPA on matters related to the allocation of academic resources and University priorities.

- Participates on various internal and external committees that address issues relevant to the VP/AVPA and VPA.

- Serves as a member of Senate and is chair or member of other Senate committees as designated.

- Works closely with Campus Planning and Development to develop and oversee major and minor capital projects within the VPA portfolio, and allocates space within the University to academic units.
• Collaborates with the Chief Information Officer and others on IT projects affecting units within the VPA portfolio.

• Serves as acting Vice-President, Academic and Provost as required.

• Leads ad hoc projects as determined by the VPA.

REPORTING RELATIONSHIPS

Reports to the Vice-President, Academic and Provost.

Direct reports include the Director, Office for Francophone and Francophile Affairs and the Director of Institutional Research and Planning. Shares supervision of the Director, Academic Planning and Quality Assurance with the VPA.

POSITION DESCRIPTION

The individual appointed to the position must be able to demonstrate evidence of the following experience, skills, capabilities, and attributes:

Qualifications: should possess a PhD or equivalent and hold a tenured academic appointment at SFU. Possesses academic administrative experience such as chair or director, associate dean, dean, or equivalent.

Research and Teaching: has a strong track record in research and in teaching. Able to embrace diverse approaches and has experience working across disciplines. Committed to the research and teaching mandate of the University and has demonstrated experience with enhancing the student experience.

Administrative Skills: possesses strong financial, organizational, and communication skills, having dealt with the oversight and management of a program or departmental budget, or equivalent. Familiar with enrolment planning and management and understands government funding structures. Has positively contributed to internal operations of a unit within the University. Must be financially savvy and comfortable interpreting and reconciling large data sets. Should be familiar with and a champion of quality assurance processes such as unit external reviews. Someone who is pragmatic with strong negotiation skills. Someone who can make, deliver, and live with sometimes difficult decisions.

Leadership: an inspirational, innovative, energetic, and collegial leader who can foster an environment that builds bridges across the disciplines and units in the University. Must be able to work with respect and trust from both the academic and administrative units. Knows faculty and understands their challenges and opportunities. Understands the administrative operations of the University and has demonstrated experience supervising and empowering administrative staff. Must be able to lead and inspire teams and must have a demonstrated track record of successful project implementations. Must be consultative and decisive and be able to hold others accountable for the delivery of the academic mission. Embraces dialogue and ensures that decisions are fair, transparent, and consultative.
**Strategic Vision:** possesses a passion for creating and leading cross-disciplinary opportunities and can bring together the diverse disciplines represented in the University. Sees and seizes opportunities for enhancing the student experience and the University’s excellence in research and teaching. Can be a champion of the academic mission and garner support behind a vision.

**Interpersonal Skills:** a bridge builder. Must be able to instill a culture of collaboration. Demonstrated ability to create positive and productive relationships. Must be open to dialogue and constructive feedback on initiatives. Respectful, inclusive, and adaptable to changing situations. Works from a place of neutrality and explores options in a open and consultative manner.

**Equity and Diversity:** a demonstrated commitment to equity, diversity, and inclusivity in all decision making. Someone who can facilitate an open dialogue, and take plans for increasing equity and diversity and translate them into action.

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**HOW TO APPLY**

Nominations and applications should be addressed to the Chair of the Search Committee, Dr. Peter Keller, Vice-President, Academic and Provost, and sent to Jess Wong (by email to adminvpasfu.ca) by March 17, 2017. The search committee requests that candidate applications include a statement of interest and a curriculum vitae. Statements of interest should include information about previous experience in academic administrative roles. Applicants should be prepared to provide a list of referees upon request. Nominations should include detailed contact information of the nominee.

All qualified internal candidates are encouraged to apply. However, Canadians and Permanent Residents will be given priority. Simon Fraser University is committed to employment equity and encourages applications from all qualified women and men, including visible minorities, Aboriginal people, and persons with disabilities.

Should you wish to learn more about this opportunity, please email the search committee’s administrative contact, Jess Wong, at adminvpasfu.ca.

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VP/AVPA Appointment Details 2017