

## **Associate Dean (Policy and Curriculum Development), Graduate Studies**

### **Description of Duties**

Reporting to the Dean and Vice Provost, Graduate Studies, the Associate Dean of Policy and Curriculum Development (ADPC) is a new position that will focus primarily on reviews of and revisions to existing policies and curriculum and the development of new policies and graduate credentials. Much of this work will be carried out in collaboration with the Associate Director (Graduate Admissions, Records and Registration), the Policy and Curriculum Manager and the Admissions Manager within Graduate Studies, the Office of University Curriculum and Institutional Liaison, as well as with graduate program faculty and staff. The ADPC will be a member of the Senate Graduate Studies Committee and other committees appropriate to this role. They will also chair the newly formed Graduate Policy Committee, which will serve as the first group to vet proposed policy changes. Since Graduate Studies adopts a collaborative approach to leadership, the ADPC will take on a portion of the day-to-day work shared among associate deans and will be involved in and consult with other Graduate Studies leaders on various graduate opportunities and issues outside of their direct portfolio.

The ADPC should be a strategic and innovative thinker who approaches work collaboratively. It is expected that the responsibilities of the ADPC will require 50% of their time and that the ADPC will be available to the graduate community during business hours. The ADPC will have experience with graduate supervision and should have demonstrated experience with and a commitment to Indigenization and decolonization as well as to equity, diversity, inclusion and accessibility. Experience with graduate administration (e.g., Graduate Program Chair, Associate Head/Dean (Research/Graduate Education), or member of a Graduate Program Committee) is considered an asset but is not required. Associate Dean secondments to Graduate are typically three years in length. The anticipated start date for the ADPC is January 1, 2024.