Associate Dean of Science (Administration and Undergraduate Studies)

Applications and nominations for this position are invited from full-time members of the Faculty of Science at the rank of Associate or Full Professor. Applicants should have a keen interest in all aspects of undergraduate teaching. Administrative experience, while not essential, would also be an asset. The ability and desire to deal with student-centred matters and to communicate in a vigorous and effective manner a vision for the best possible student academic experience are necessary attributes.

The appointee will be a member of a team located in the Office of the Dean that is responsible for the overall academic, personnel and financial management of the Faculty of Science. The appointee will assist the Dean of Science by: a) developing and implementing broad Faculty policies for the encouragement and support of undergraduate academic programs; b) conducting and supervising routine administration activities of the Faculty of Science; c) participating in the development and implementation of strategic, financial and other plans for the Faculty particularly those pertaining to infrastructure and enrolment; d) representing the Faculty and Dean inside and outside the University; e) facilitating negotiations with Department Heads for potential new hires; f) establishing faculty level award and selection committees; g) acting in place of the Dean when so delegated.

The appointment will commence September 1, 2018. It will be for a three-year term renewable and will permit the appointee to continue research and teaching by mutual agreement. Applications and nominations (including curriculum vitae, cover letter indicating relevant experience, motivation and willingness to serve and names of at least two referees) should be submitted no later than Friday, May 11, to: The Chair, Associate Dean of Science Search Advisory Committee, c/o Ms. Gail Kenny, Office of the Dean of Science.