



## Position Profile

# Dean, Faculty of Education Memorial University of Newfoundland and Labrador

## Faculty of Education Overview

The Faculty of Education at Memorial University has a long-standing reputation that is built on providing comprehensive undergraduate teacher education programs, graduate programs, and adult education. Its ground-breaking research is helping to drive new developments in learning and teaching.

The Faculty is proud of its working relationships with other faculties, educational agencies, government, and interest groups to work together to promote education and lead progress.

The Faculty offers a range of undergraduate programs, using a combination of delivery modes, technology, and innovative approaches to prepare teachers for careers in the K-12 school system and a variety of adult learning settings. Our programs are designed to prepare new teachers to create exceptional learning environments for their students, to meet the diverse needs of learners, and to engage in critical inquiry about their teaching practice.

Graduate studies programs offer in-depth study into Educational Leadership and innovative research in Masters, PhD and Diploma programs.

## Dean, Faculty of Education - Position Summary

As an educational leader, the Dean, Faculty of Education will embrace the Faculty's commitment to attract and educate a student body that sees education as a way of enhancing the quality of life in their community, and is responsive to the evolving education systems in Newfoundland and Labrador, and across Canada.

Reporting to the Provost and Vice-President (Academic), the Dean will be responsible for all aspects of the Faculty's operations, including budget and fund development. The Dean will be an effective advocate for the Faculty and will communicate its vision and goals to audiences within and beyond the University.

The Dean, Faculty of Education directs all day-to-day aspects of Education through a team of over 13 staff, including an Associate Dean – Graduate Programs & Research, and an Associate Dean – Undergraduate Programs.

## Responsibilities

### Leadership

- Demonstrates a high level of personal and professional integrity and commitment to the University and its values. Sets the appropriate "tone at the top" by modelling ethical, respectful, and collegial conduct.
- Inspires a shared vision of the Faculty in support of the University's Mission and Values.

- Leads the academic planning process for the Faculty, initiating discussion, defining priorities, and developing and articulating the vision through an inclusive consultation and decision-making process.
- Communicates the Faculty's vision to the senior administration of the University to enhance understanding and build support for the Faculty's unique place within the University community.
- Develops and leads a strong team of faculty and staff who support the development and implementation of frameworks, policies, and initiatives that foster a culture of excellence, innovation, collaboration, engagement, commitment, responsibility, and accountability throughout the Faculty of Education.
- Promotes opportunities for cross collaboration with other programs across the University to tailor multidisciplinary programs that serve regional needs and provide global access through distance education.
- Contributes to effective, collaborative relations with staff and student associations, while working in partnership with key leaders in the Indigenous communities to further the Indigenization process within the Faculty and greater university community.
- Promote and contributes to collaborations with Indigenous communities and Innu/Inuit communities of Labrador
- Supports the development of leadership skills within the Faculty.
- Provides strong leadership within a shared-governance structure. Builds trust through openness and transparency while making difficult decisions needed to move the Faculty forward.

#### **Research and Scholarly Activity**

- Demonstrates sound intellectual leadership.
- Promotes excellence and integrity in research and scholarly activity and fosters a climate that encourages faculty and staff to creatively identify and pursue excellence.
- Works to increase funding support from international, federal, and provincial agencies, while demonstrating resourcefulness and creativity in identifying alternative funding sources in collaboration with the Vice-President, Research.
- Plays a key role in developing research contracts, exchanges, and collaborative initiatives with the other local, provincial, national, and international institutions.
- Fosters and encourages a high level of research productivity with the Faculty by further enhancing and developing research infrastructure and supporting faculty efforts to obtain and maintain sponsored research funding.

#### **Advocacy**

- Builds effective relationships, promotes and advocates for the Faculty to a broad spectrum of constituents, including senior administration, faculty members, students, other community leaders, agencies, and key institutions regionally, nationally, and internationally.
- Establishes meaningful mechanisms for engaged scholarship with the community in development of academic programming, research initiatives, and student mentorship, guidance, and retention.
- Recognizes inequities across a range of identities and experiences and proactively addresses issues of diversity and inclusion, strategically working with other offices and departments for long-term institutional change.

### **Teaching and Learning**

- Leads the academic planning process for the Faculty and supports curriculum development in line with the University's overall programming.
- Promotes excellence and integrity in pedagogical activity and fosters a climate that encourages faculty and staff to creatively identify and pursue excellence in teaching and research.
- Works with faculty, staff and students to build strategic recruitment and retention plans.

### **Faculty and Staff Relations**

- Plans and prioritizes human resources needs for the Faculty of Education and establishes strategies to enhance its ability to compete in the recruitment and retention of high calibre faculty and staff.
- Makes initial appointments and re-appointments, and recommendations for tenure and promotion.
- Is accessible and fair in dealing with personnel issues, and follows effective, transparent processes.
- Builds an environment of collegiality in which faculty, students, and the broader community jointly participate in and benefit from the unique nature of the Faculty.

### **Administration**

- Ensures compliance with University policies and procedures.
- Oversees the preparation, management, and monitoring of the planning and budgeting processes within the Faculty. Demonstrates financial acumen in preparing, managing, and balancing budgets; ensures fiscally responsible use of funds and transparent financial processes.
- Ensures the effective and efficient use of resources (human, financial, information, and material).
- Exercises good judgement in the management of change and risk.

### **University Relations and Advancement**

- Attracts partnerships and resources by building stronger linkages with the local, national, and international communities, education and research institutions, governments, non-governmental organizations, and the private sector. Proactively looks for new challenges and funding sources to foster and facilitate excellence.
- Attracts resources to the Faculty from government, philanthropy, and other programs. Works with the University's advancement professionals, leads the Faculty's fund development activities by leveraging existing partnerships, and creates and nurtures new ones. Acts as steward of gifts granted to the Faculty of Education.

## The Candidate Profile

### **Interpersonal and Personal Characteristics**

- A leader strongly committed and connected to Reconciliation and EDI-AR.
- Compassionate, affirmative, motivational to the entire Education community.
- Inclusive, humble, respectful, and trustworthy.
- Student-focused in approach to decision-making and the impact of decisions on the student's education.
- Innovative and flexible; brings a fresh approach to solving challenges and moving the vision forward.
- Calm, composed, competent, and able to effectively manage the ambiguity and pressures of a decanal role in a complex multi-stakeholder environment.
- Decisive with exceptional judgment and an evidence-based approach to decision-making.
- Able to bring out the best in others, including colleagues, staff, partners, etc.
- A change agent who effectively leads and adapts well to change.
- Creative and seeks new ways of teaching, learning, and ensuring the Faculty remains current on pedagogy.
- An effective and consultative communicator, with the ability to engage across the community and improve curriculum.
- A highly collegial and collaborative style, excellent communication skills, and the ability to inspire the education community, both within Memorial University and throughout the province.
- The ability to be persuasive in dealing with diverse constituents, both internally and externally, and to create a sense of common purpose that transcends individual interests.
- The courage to be innovative, strong advocacy skills, a talent for diplomacy, and excellent communication, listening, and relationship-building skills – including an ability to balance collegiality with difficult decision-making.
- A commitment to attracting a diverse faculty and educating a diverse student body that is responsive to the needs of the community.

### **Essential Qualifications**

- An earned doctorate, and a record of outstanding senior academic and administrative leadership in an appropriate field or discipline, with a record of scholarship sufficient for appointment to a tenured position at the senior ranks.
- A background in the education system, and sound knowledge of K-12 pedagogy.
- An understanding of education systems in Canada, particularly in Newfoundland and Labrador.
- A deep commitment to, and support of, excellence in research, teaching, and practice.
- The ability to promote and support education in general, and the knowledge to speak articulately and persuasively about the whole range of disciplines and approaches found within the Faculty.



### **Experience**

- Leadership experience in educational settings (i.e., post-secondary, K-12, Government, etc.).
- Experience working with government from a financial and funding perspective, along with oversight and reporting understanding.
- An understanding of the academic and applied aspects of research, including funding and grants, the importance of interdisciplinary collaboration, and the relationship of research to teaching and service.
- A proven record of making connections and nurturing bonds outside of the university, and a readiness to initiate and maintain dialogue and strengthen partnerships with the K-12 community, Indigenous communities, and other stakeholders.
- Experience in developing and rallying teams around a compelling vision, involvement in strategic planning and implementation, and a record of successfully managing human, financial, and physical infrastructure resources.
- Demonstrated ability to influence, lead and inspire others to achieve operational goals and advance strategic initiatives.
- Innovative problem-solving abilities and a continuous improvement approach.
- The ability to interact effectively and work with a diverse workforce across all Memorial campuses, and to address issues of inequity in partnership with those experiencing marginalization.