



## **Associate Vice-President (Academic) and Dean of the School of Graduate Studies Memorial University**

### **POSITION DESCRIPTION**

Memorial University is seeking a dynamic and inspiring individual from within the Memorial community who will provide strong leadership and promote innovation in their role as associate vice-president (academic) and dean of the School of Graduate Studies. The School of Graduate Studies (SGS) is the central academic support unit at Memorial University for approximately 4,300 graduate students enrolled in over 170 graduate diploma, master's, and doctoral degree programs across our campuses.

The AVPA and dean of SGS reports to the provost and vice-president (academic) and is a member of the Provost's Team. They are responsible for the overall leadership of SGS, where they are supported by an experienced administrative team, including an associate dean of graduate studies, a director of graduate enrolment services, a manager of planning and strategic operations, and a dedicated group of staff. They are responsible for overseeing the administration of all of Memorial University's graduate programming delivered at the St. John's campus, Grenfell Campus, the Marine Institute, and Labrador Campus. The AVPA and dean advocates for SGS and for graduate students, within and beyond the university.

The AVPA and dean of SGS provides strategic leadership and direction on all matters relating to graduate education and research, in view of Memorial's strategic plans and frameworks, notably Transforming Our Horizons, the Strategic Framework for Indigenization, and the Strategic Plan for EDI-AR, which is currently in development.

The successful candidate will normally have an earned doctorate and bring outstanding academic qualifications, significant administrative experience, leadership and communication skills, a commitment to equity, diversity, inclusion, and anti-racism, and a dedication to advancing graduate studies.

### **KEY RESPONSIBILITIES**

- Chairing the Academic Council of SGS (which considers graduate programs at the St. John's campus, Grenfell Campus, the Marine Institute, and Labrador Campus);
- Communicating and collaborating with the Graduate Students Union (GSU);
- Working with graduate officers in all academic units of the university;
- Providing oversight and direction to the staff connected to the SGS office;
- Overseeing the SGS budget;
- Managing strategic graduate enrolment planning;
- Enhancing Memorial's competitiveness in recruiting excellent graduate students;
- Continuing to diversify the graduate student body;

- Creating and maintaining supports for graduate student retention and success;
- Overseeing the administration of graduate applications, admissions, comprehensive examinations, thesis examinations, and doctoral defences;
- Providing administrative support for postdoctoral scholars;
- Overseeing the development and implementation of regulations, policies, and guidelines affecting graduate students;
- Working to increase graduate student funding from federal and provincial agencies, and being resourceful and creative in identifying alternative funding sources;
- Advancing the development of professional skills training for graduate students; and,
- Supporting innovation, collaboration, and interdisciplinarity in the creation of new graduate programming.

### **LEADERSHIP QUALITIES**

- A commitment to inclusive and collegial consultation and to fair and transparent processes;
- A commitment to promoting EDI-AR;
- A commitment to improving the learning and living environments for all graduate students;
- The ability to provide strong support and direction for professional and administrative staff;
- Excellent listening and communication skills;
- The ability to work and engage effectively with students, faculty, staff, alumni, and external partners;
- The ability to manage resources wisely; and,
- The ability to build partnerships within and beyond the university.

### **CANDIDATE QUALIFICATIONS**

- A successful record of teaching, research, and service commensurate with the rank of a tenured associate or full professor;
- Significant academic leadership experience, such as department chair, program director, associate dean, or other academic or administrative leadership role;
- Awareness of processes around external funding and research collaborations and partnerships;
- Familiarity with current trends, best practices, and emerging issues in graduate education and research; and,
- Experience in strategic planning, budget management, and resource allocation.

*Memorial University is strongly committed to employment equity and especially welcomes applications from all qualified candidates, including women, members of visible minorities, Indigenous persons, members of sexual minorities, and persons with disabilities. All qualified candidates within Memorial University are encouraged to apply.*

### **SEARCH TIMELINE**

Review of candidates will begin in June. To ensure consideration, please submit your detailed letter of interest and CV to the Chair of the Search Committee, Dr. Jennifer Lokash ([vpacad@mun.ca](mailto:vpacad@mun.ca)), by Friday, June 2, 2023. Do not hesitate to reach out if you have any questions prior to the deadline.

**SEARCH COMMITTEE MEMBERS**

Dr. Tana Allen, acting vice-president (research)

Dr. Stephanie Curnoe, Faculty of Science

Dr. Octavia Dobre, interim dean, Faculty of Engineering and Applied Science

Keif Godbout-Kinney, Graduate Student Union representative

Dr. Jillian Gould, Faculty of Humanities & Social Sciences

Dr. Emmanuel Haven, Faculty of Business Administration

Dr. Jennifer Lokash, provost and vice-president (academic) *pro tempore* - chair

Dr. Maisam Najafizada, Faculty of Medicine