DOUGLAS COLLEGE

If loving what you do and being good at it is your definition of a great career
…welcome to Douglas

JOB DESCRIPTION:	Associate Dean, Language, Literature and Performing Arts		
DEPARTMENT:	Faculty of Language, Literature and Performing Arts		
REPORTS TO:	Dean, Language, Literature and Performing Arts		
JOB DESCRIPTION NO:	A0951	BANNER JOB NO.:	A00093
PAY GRADE:	14		
DATE:	April 15, 2012		
LAST REVISED:	March 18, 2019		

THE ROLE:

Under the direction of the Dean of Language, Literature and Performing Arts, the Associate Dean provides day-to-day leadership for the Faculty of Language, Literature and Performing Arts (LLPA). The Associate Dean works with faculty, staff and administration to co-ordinate program planning and development, implementation and review, and to uphold academic standards. The Associate Dean assists the Dean in budgeting; handling complaints, grievances and appeals; selecting, supervising, and evaluating faculty and staff; overseeing work assignments and scheduling; coordinating professional development opportunities; and other duties as required.

MAJOR RESPONSIBILITIES:

This position is given delegated responsibilities as follows:

- working with LLPA faculty and staff and relevant College areas to manage and resolve student-related issues;
- supporting student success by working with students and faculty, as required, to address performance and/or academic issues;
- development and maintenance of curriculum in the Faculty;
- development and monitoring of tactical and operational plans within the Faculty;
- management of the Faculty, including human and fiscal resources;
- management of the operating structures, guidelines, procedures and communications for and within the Faculty;
- interpretation and administration of College policies, in consultation with appropriate personnel, as required;
- development of new educational initiatives and projects, such as collaborative degrees; and ensuring the quality and integrity of activities within the Faculty.

PRINCIPAL DUTIES

Management and Leadership

- Represents the Office of the Dean of Language, Literature and Performing Arts.
- Provides input into the Academic Division's strategic plan.
- Represents the Dean and the Faculty in selected external relationships.
- Takes responsibility for specific initiatives in the Faculty as identified by the Dean.

Programming

- Works with the Dean, Chairs and Co-ordinators to ensure that new curricula are planned, developed and implemented, and that existing curricula are regularly reviewed and updated to meet appropriate standards and the educational needs of students.
- Under the direction of the Dean, ensures the establishment and maintenance of a Program Advisory Committee (PAC) for selected programs and represents the Dean on selected (PACs).
- Oversees timely and thorough program reviews.
- Assists with program-related market research and needs assessments, and participates in promotional and marketing opportunities.
- Supports the development and implementation of new programming in the Faculty; in the case of collaborative degrees, assists in communicating program needs to other areas of the College (such as the Registrar's Office) and to collaborative partners (within the College or at other institutions).
- Works with Department Chairs and Co-ordinators to ensure the quality of calendar copy and other external communications materials for the Faculty, such as brochures, webpages and advertising
- Works with Department Chairs and Co-ordinators to maximize student enrolment, retention and success.

Operations

- Assists with the implementation of departmental tactical and operational plans.
- Under the direction of the Dean, and in collaboration with Chairs and Co-ordinators, offers input to the development of the departmental budgets, including the capital budget, and ensures that departmental expenditures are within budget.
- Works with Department Chairs and Co-ordinators regarding the staffing of the Education Plans for each department.

- Maintains knowledge of and ensures compliance with the Collective Agreements.
- Addresses complaints and conducts investigations as required, and recommends to the Dean disciplinary action as required.

Human Resources

- Works with Department Chairs and Co-ordinators regarding the scheduling of workload and instructional hours of faculty to meet program and Collective Agreement demands and deadlines.
- Works with Department Chairs and Co-ordinators to schedule language lab assistants to meet program and Collective Agreement demands and deadlines.
- Supervises and evaluates language lab assistants.
- Participates on faculty and staff selection committees; manages performance review processes; completes performance evaluations, and makes recommendations on performance evaluation outcomes to the Dean, as required.
- Develops and co-ordinates new faculty orientation, and develops and up-dates orientation materials and processes.
- Reviews and recommends to the Dean approval of faculty professional development and vacation, sick leave, and leave of absence requests.

EDUCATION, EXPERIENCE AND SKILLS

- A graduate degree (Ph.D. preferred) in a discipline represented in the Faculty of Language, Literature and Performing Arts.
- A minimum of three years of experience in academic administration or similar role (such as Department Chair, Program Coordinator, Associate Dean) within a post-secondary institution.
- A minimum of five years of post-secondary teaching experience in a discipline represented in the Faculty of Language, Literature and Performing Arts.
- The ability to meet “Qualified to Teach” requirements in at least one department or program within the Faculty of Language, Literature and Performing Arts.
- A demonstrated record of creative and/or scholarly activity.
- A demonstrated ability to support creative and/or scholarly activity.
- Demonstrated interpersonal and relationship-building capabilities, including the ability to foster team work and collaborative working relationships; facilitation and mediation skills; and the ability to build consensus among diverse groups.

- Demonstrated organizational and time-management skills, including computer competencies.
- Proven capacity to manage change and demonstrated ability to lead and support innovations from conception through to implementation.
- Excellent oral and written communication skills, and the ability to present information and arguments clearly and effectively to a range of audiences.