

Appointment of Associate Dean, Undergraduate Student Affairs and Curriculum

Faculty of Humanities

The Faculty of Humanities seeks to appoint an Associate Dean, Undergraduate Student Affairs and Curriculum. The three-year term will begin on July 1st, 2025. In accordance with the Procedures for the Appointment of Academic Administrators ([Microsoft Word - PAAA procedures - 2021Oct26.docx](#)) I invite applications and nominations for this position. Applications should include a statement of interest, an up-to-date curriculum vitae, and the names of two references, who will not be contacted without the applicant's knowledge.

Applications and nominations must be sent to merriamc@brocku.ca, and be received by 4:00 pm on 21 January 2025.

Compensation:

An Associate Dean receives teaching release of 1.0 credits, and an additional stipend (which can be taken in part as PER). At the completion of a three-year term, an Associate Dean is eligible for six months of Administrative Leave.

Essential Background:

- Tenured member of the Faculty of Humanities, at the rank of Professor or Associate Professor;
- Successful administrative experience, ideally as Chair of a Department or Director of a Centre in the Faculty of Humanities.

Desiderata:

NB: It is recognized that no one candidate will meet every one of these conditions. No member should be considered disqualified if they do not meet every one.

- Experience with issues common to undergraduate students, including those particular to first year students;
- Knowledge of and experience with university regulations and policies;
- Familiarity with programmes in the Faculty of Humanities;
- Ability to work collegially and effectively with others, including students, faculty members, staff, and senior administration;
- Commitment to anti-racism and to decolonizing and indigenizing the University.

Responsibilities:

Work as part of the team in the Office of the Dean, in collaboration with the Dean, the Associate Deans for Fine & Performing Arts and Research and Graduate Studies, and the Financial Manager.

For all programmes and units except those homed in the Marilyn I. Walker School of Fine & Performing Arts:

- Provide general oversight of undergraduate student affairs and curriculum;
- Meet with undergraduate students referred to the Office of the Dean by the Humanities Academic Advisors, the Office of the Registrar, or Humanities Departments and Centres;
- Assess and rule on student requests for exceptions to university regulations in their degree progression (e.g., substitution of context credits);
- Hear and rule on undergraduate student appeals at the decanal level on behalf of the Dean;
- Assess and rule on undergraduate student matters referred to the Dean by the Registrar's office,

such as backdated withdrawals;

- Oversee cases of academic misconduct at the decanal level, including monitoring of the online tracking system for Academic Integrity, and advise Chairs and Directors in their roles;
- Advise on curriculum development in the Faculty's programmes through the UPC submission process, and see these through to ARC if appropriate;
- Monitor enrolments in undergraduate courses and advise on cancellation of courses and the opening and closing of seminars and sections;
- Encourage, support, and amplify anti-racism, decolonization, and indigenization in the programmes in the Faculty of Humanities;
- With the Faculty Financial Manager, monitor Departments' and Centres' proposed course offerings, taking into account historical enrolment in courses and their viability;
- Work with the Dean and Departments and Centres to promote articulation agreements and collaborative programmes with other institutions and with other units at Brock;
- Oversee and provide advice on the external academic review process within the Faculty, from the preparation of the self-study to the preparation of the decanal response to the reviewers' report;
- Take the lead on external academic review process for the General Humanities programme, which is not housed in any academic unit;
- Consult with the Associate Deans of other Faculties with respect to matters such as the Academic Integrity policy, information dissemination, workshops, etc.;
- Share the role of Acting Dean with the other Associate Deans in the Faculty of Humanities when the Dean is unavailable.

In consultation with the Associate Dean, Fine and Performing Arts:

- Supervise the work of the Faculty's two Academic Advisors, and consult with them on problematic cases;
- Represent the Faculty of Humanities on committees concerned with undergraduate student issues, including recruitment, retention, academic integrity and orientation, such as the Academic Integrity Advisory Committee, the NSSE Steering Committee, the Spring/Summer Advisory Committee, and the Inter-Faculty Concurrent Programs Committee;
- Adjudicate awards within the Faculty, including the Faculty of Humanities Award for Excellence in Teaching, and the Board of Trustees Spirit of Brock Medal for graduating students;
- Coordinate the Faculty of Humanities presence on Orientation Day, Fall Preview Day, Open House Day, and at the Ontario Universities Fair.

Other Duties As Assigned

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Brock University is actively committed to diversity and the principles of Employment Equity and invites applications from all qualified candidates. Women, Aboriginal peoples including those who identify as members of First Nations, Inuit and Métis Peoples, members of visible minorities and racialized groups, people with disabilities, and lesbian, gay, bisexual, transgender, and queer (LGBTQ) persons are encouraged to apply.