

Notes for Candidates

Associate Dean



STANTON CHASE

Opportunity **Associate Dean,
Faculty of Education and Social Work**

**Position
Specification** **the Role**

Faculty Overview

The Faculty offers programs in Education, English Language Learning and Teaching, Social Work and Human Service, and University and Employment Preparation. EDSW offers program delivery at both of regional campuses, community partners, and through Open Learning.

In teachings, scholarship, and engagement with students and communities, TRU holds itself accountable to the Truth and Reconciliation Commission 94 Calls to Action.

As a senior member of the TRU EDSW leadership team, you will be a part of a diverse community of 60 to 70 full-time faculty members and 18 to 20 staff. Students come from around BC, Canada, and the world. EDSW offers more than 15 credentials across a range of certificates, diplomas, undergraduate and graduate degrees. Studies range from graduate degrees to certificates in employment and skills training courses.

Shared work is interwoven with core themes: equity, power, social justice, sustainability, and human dignity.

EDSW is a faculty embracing of diversity, an essential element of the fabric of Canada. Within the School of Education, our student body is approximately 20% Indigenous students and 40% International students in our on-campus programs.

For more about the TRU School of Education please visit, [Faculty of Education and Social Work](#)

Specification

Working in partnership with the Dean, the Associate Dean is a member of the senior leadership team in the Faculty of Education and Social Work (EDSW).

Primary Functions

The Associate Dean is tenured at the start date of the appointment.

The Associate Dean provides leadership to curriculum and program development and delivery across campuses, enrolment planning, financial and administrative planning, and facilitating accreditation, articulation, and partnership arrangements. The Associate Dean represents the Faculty of Education and Social Work regionally, provincially, nationally, and internationally.

There will be opportunities to shape the role based on the candidate's strengths and interests. You'll be joining a highly collaborative and experienced administrative team, and working with exceptional School and Department Chairs, Program Coordinators, and faculty.

Primary Responsibilities

The Associate Dean is responsible for administrative support to the Dean and to EDSW. Key duties may include the following:

Operations

- Assists the Dean in determining internal and external performance benchmarks and in developing and analysing data to measure the achievement of Faculty goals and objectives.
- Assists the Dean in preparing the annual operating and capital budgets and in monitoring expenditures associated with programs, courses, and departmental budgets.
- Assumes responsibility for accreditation of programs, program reviews, and course evaluations as requested by the Dean.
- Attends senior administrative meetings in the Dean's absence.
- Contributes to the development of academic and administrative policies and maintains quality assurance and compliance through the development of processes.
- Coordinates and facilitates the development of new programs.
- Drafts Annual Performance Reviews in coordination with the Dean.
- Ensures the provisions of the Collective Agreements are administered correctly and in accordance with administrative policies and regulations.
- Promotes a culture of support surrounding Tenure and Promotion through the EDSW Tenure-on-Track program.
- Reviews and assists with implementation of the Faculty strategic plan.
- Works with faculty and Student Affairs in student-related issues and confidential matters.
- Works with the Dean and or the Office of the VP Academic & Provost in other duties as assigned.

Scholarship, Teaching and Learning

- Arranges workshops, events, and seminars to support teaching and scholarship.
- Contributes to professional growth and a culture of excellence across EDSW faculty, staff, and promotes student success.
- Ensures that academic standards in teaching, learning, are maintained in programs and courses.
- Monitors achievement of student learning outcomes as needed and appropriate in EDSW programs and courses.

Communications

- Coordinates marketing, promotional, and recruitment efforts in the BC K-12 education system of the TRU region.
- Liaises with TRU staff and staff from partner institutions regarding degrees, programs, and courses.
- Promotes liaison with regional, provincial, and national educational and professional bodies.
- Represents the Faculty of Education and Social Work to the university, to external agencies, and to the community in general.

Reporting

This position reports to the Dean, Faculty of Education and Social Work.

Opportunity **Associate Dean,
Faculty of Education and Social Work**

Individual **the Person**
Specification

The Associate Dean, Faculty of Education and Social Work will inspire and establish personal relationships based on mutual trust and benefit. The Associate Dean will have the ability and flexibility to quickly understand the culture of the Faculty. The Associate Dean will utilize a blended, common-sense approach to the practical requirements of Faculty Operations combined with a naturally strategic style in dealing with peer, technical, external, and executive relationships. To be effective in the role, particular skills, experience, and personal characteristics are key for success:

- A constant, deep belief in the positive differences learning, people, and TRU make when we work together with the communities in the interior of British Columbia, the province, and the country.
- An unflagging understanding that our actions expose our values and beliefs.
- Demonstration of passionate, purposeful, and sustained passion for academic leadership and an ability to follow through with action.
- Demonstrated understanding of the scholarship of teaching and learning.
- Experience in and understanding of complex budget development and management.
- Experience in curriculum, policy development, and the academic approval process.
- Experience in project management; coordinating complex multi-task projects. Examples include but are not limited to renovations, new program development, and tenure and promotion.
- Experience working in responsive and meaningful ways in support of Indigenizing higher education and commitment to decolonization, truth, and reconciliation.
- Experience relevant to managing in a complex unionized environment.
- Experience with international populations. Genuine commitment to foster and maintain an inclusive environment where everyone feels valued, accepted, welcomed, and included.
- Extensive knowledge of the programs in the portfolio.
- Familiar with, or open to learning about, and working with Secwépemc peoples.
- Fostering growth opportunities for professional development of faculty and staff.
- Highly collegial and collaborative style. Exceptional communication skills and ability to negotiate across a diversity of cultures within academia, administration, and the public at large.
- Leadership and team building skills. Lead by example with empathy. A good listener while fostering an environment of collaboration, consultation, and respect.
- Progressive experiences in university leadership, significant administrative experience as an Assistant Dean, School/Department Chair, or Program Coordinator.
- Record of excellence in teaching, scholarship, and service in a relevant discipline.
- Understanding and experience in the academia issues of University management, including academic governance, University culture, and political sensitivities of a multi-campus and multi-Faculty organization.

Qualifications

- PhD or EdD preferred, or equivalent (earned credential must be in one or more of the four areas of EDSW).

How to Apply

Thompson Rivers University is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff, our faculty and its scholarship including, but not limited to, women, visible minorities, Indigenous people, persons with disabilities and persons of any sexual orientation or gender identity. Please note that all qualified candidates are encouraged to apply, however applications from Canadians and permanent residents will be given priority.

By applying for this position, you consent to the collection, use and necessary disclosure of the personal information provided during the application and selection processes.

Applications can be sent to; Christine Fisher at c.fisher@stantonchase.com
or
Ward Garven at w.garven@stantonchase.com

Queries

If you have any queries on any aspect of the position, recruitment process, need additional information or wish to have an informal discussion, please contact Ward Garven or Christine Fisher at 403 262 6780. Stanton Chase will respect the privacy of any initial approach or expression of interest in this position.

Stanton Chase

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Thompson Rivers University is a comprehensive, learner-centred, sustainable university that serves its regional, national, and international learners and their communities through high quality and flexible education, training, research and scholarship. TRU values the creation and dissemination of knowledge to promote student success. With a mandate and comprehensive slate of programs unique in British Columbia, TRU enables students to reach their goals through many paths to learning, an applied research-informed approach and a supportive, inclusive environment.

It's good to be here

Students are empowered to reach their goals with on-campus and online learning options, individualized student services, hands-on learning opportunities, and a diverse, inclusive environment.

watch the [Thompson Rivers University Campus Tour](#)

A modern University

TRU provides diverse, open, and flexible learning environments where research, creativity and innovation thrive. TRU continues to strengthen their commitment to local and regional communities and to meeting the changing educational needs of Canada and the global community.

learn more at www.tru.ca

Student success is the priority at Thompson Rivers University. Students are empowered to reach their goals with flexible learning options, individualized student services, hands-on learning opportunities, and a diverse, inclusive environment.

Since 1970, TRU has taken pride in providing an excellent education to every student from a wide variety of backgrounds and perspectives, at various stages of the learning journey. TRU serves more than 25,000 students on campuses in Kamloops and Williams Lake, and via distance or online courses and programs through Open Learning.

From traditional academics to trades, from certificates to graduate degrees, TRU offers over 140 on-campus programs and 60-plus Open Learning programs. Students apply what they learn in co-op work terms, study abroad, undergraduate research, field schools and practicums, service learning and other opportunities — with guidance and mentorship by our accessible faculty. Research, creation and innovation thrive in an open, flexible learning environment. And so do their students.

Destination TRU

Thompson Rivers University boasts a fifty-year history of providing innovative and responsive post-secondary education with a range of educational experiences, including skills upgrading, vocational accreditation, academic undergraduate and graduate degrees, delivering programs on campus, on-line, or through a blending of these modalities in a manner unparalleled nationally and internationally. The TRU community takes particular pride in providing access to non-traditional learners while maintaining a high standard of academic excellence. Additionally, the engaged and scholarly faculty prides itself on providing students at all levels with intellectually challenging environments. Academic excellence and social mobility are equally important values at TRU. Graduates of Thompson Rivers University programs reflect these strengths: whether pursuing graduate studies, training in professional schools, or entering the workplace, TRU alumni have a track record of success. The TRU Academic Plan lays the foundation for maintaining these strengths and guiding TRU's future growth across all areas of the institution.

Over the next five to ten years, TRU will establish itself as a Destination Campus for local, regional, national and international students by providing a standard of educational excellence in the context of: attracting and supporting academically high achieving students; supporting the social mobility of students; continuing to provide access for non-traditional students; providing access to learning for a wide variety of students, including mature/returning students, first-generation learners, and students at our regional centres; providing flexible and alternative learning models and opportunities; and fostering excellence in undergraduate and graduate education. The Academic Planning Process is critical to achieving these goals.



Many paths to learning

TRU's open access to campus, online, distance, and blended learning modalities enables students to find academic success on their own terms, in a style that meets their diverse needs. From ESL and apprenticeship programs, to Bachelor's and Master's degrees, TRU offers more than 140 on-campus programs and more than 60 Open Learning programs in Arts, Science and Health Sciences, Trades and Technology, Tourism, Adventure, Business and Economics, Education, Social Work, Nursing and Law.

Thompson Rivers University Campuses

In Kamloops, from the Secwepemc word for "meeting of the waters", the main campus overlooks the junction of the North Thompson and South Thompson rivers, from which the university gets its name.



TRU campuses also welcome the community with conferences and events such as the Canada Summer Games and the Kamloops Marathon, and opportunities to learn through continuing education and visiting speakers like John Ralston Saul, Peter Mansbridge and Margaret Atwood.

Approximately 14,000 students study on campus at TRU-Kamloops and TRU-Williams Lake, while another 11,000 students enroll annually in distance and online courses and programs. Another 1,100 take courses through TRU's 5 regional centres in Ashcroft, Lillooet, 100 Mile House, Clearwater and Barriere.

45% of TRU students on campuses are between the ages of 19 and 24, while the average age of a TRU-OL learner is 30. On campus, the male/female student ratio is almost 50/50, while at TRU-Open Learning (TRU-OL), two-thirds of the students are female. TRU-OL survey data shows that 73% of OL students work either full or part time, and 29% report having children living at home.

Aboriginal students make up 9.2% of the student population on our campuses, with 2,378 Aboriginal students registered. TRU has 3,500 international students, the top ten countries of origin being: China, Saudi Arabia, India, Taiwan, Japan, the Russia Federation, Nigeria, South Korea, Hong Kong and Germany. Also, there are currently more than 1,000 students enrolled in TRU programs delivered at partner institutions in China, India, Malaysia, Singapore, and Thailand.

Kamloops

Located in the Sahali area on the city's southwest slopes, TRU is walking distance from commercial districts and residential areas, and next door to Kamloops' largest recreational facility, Tournament Capital Centre. A wide variety of outdoor adventures and cultural events are minutes away, year-round. A hub for travel east, north, or south, Kamloops is 1.5 hours from Kelowna, 3.5 hours from Vancouver, and a day's drive from Calgary, Prince George, Victoria or Seattle.

Williams Lake

In the heart of the Cariboo, students can begin study in academic programs, or in various career and trades program options.



University Initiatives



Indigenization and The Coyote Project

Following up on the Truth and Reconciliation Commission's recommendations, TRU is taking steps to make the university as inclusive and welcoming to Indigenous people as possible. There are Elders on campus in Kamloops and Williams Lake, mentoring programs and gathering places. The Coyote Project is a two-year campus wide effort to enhance and accelerate indigenization in ways that have meaningful impact.



Nursing and Population Health Building

TRU will address a shortage of skilled health care professionals to meet the needs of diverse populations by expanding seats and programming through a new \$30.6 million Nursing and Population Health building. The state-of-the-art, 4550 square meter (49,000 square feet) facility will house the Health Care Assistant program, the Bachelor of Science in Nursing and the new Master of Nursing and Master in Nursing, Nurse Practitioner and enable development of new certificate programs.



The Reach Neighbourhood at TRU

The Reach is a mixed-use development at TRU designed to create a university village with a walkable lifestyle. Development is underway on a 250-hectare Kamloops campus to create a university village known as The Reach Neighbourhood at TRU. The Reach is developed by the Thompson Rivers University Community Trust (TRUCT).



Accreditation

Two years ahead of schedule, TRU has been granted accreditation at the associate, baccalaureate, and master's degree levels and is compliant with the standards, policies, and eligibility requirements of the NWCCU.



Academic Plan

TRU's Academic Plan ensures students have access to a research-informed education and our communities have access to the benefits of scholarly, research and creative activities to solve community problems and enrich community life. The varied ways in which TRU is implementing the Academic Plan reflect its five guiding principles: inquiry-based and creative learning; interdisciplinary studies; intercultural understanding; flexible learning options; and life-long learning.



Strategic Enrolment Management (SEM)

SEM is a process designed to achieve and maintain optimal recruitment and retention of students within the academic context of the institution. It is an institution-wide responsibility touching on all aspects of the student experience to support TRU's mission and student success. The Early Alert program for at-risk students, launched in 2016, is one of several new retention initiatives.

Governance

Governance at TRU is divided into three bodies responsible for corporate and academic decision-making. The Board of Governors makes decisions on such matters as property development, labour and finance. The Senate and the Planning Council for Open Learning make decisions on such matters as curriculum, credentials, admissions and educational policies. The composition, powers and duties of each governing body are legislated by the Province of British Columbia in the Thompson Rivers University Act.

Board of Governors (Corporate Decisions)

The Board of Governors is responsible for the management, administration and control of the property, revenue, business, and affairs of the University except those affairs vested in the Senate or the Planning Council for Open Learning.

Senate (Academic Decisions)

The Senate is responsible for the academic affairs of the University. It sets criteria for awarding credentials, curriculum content, admission qualifications and education policies and procedures.

Planning Council for Open Learning (Distance and Online Learning)

The Planning Council for Open Learning sets the admissions and residency requirements for courses, programs and credentials offered through TRU's Open Learning Division.

Administration (Office of the President)

TRU is a public post-secondary institution, funded by the Province of British Columbia through the Ministry of Advanced Education, Skills and Technology. The Thompson Rivers University Act legislates the leadership of the university, including the powers, duties and offices of the president. The President holds the offices of Vice-Chancellor, member of the Board of Governors and Chair of the Senate.

The President and Vice-Chancellor is the chief executive officer, responsible to the Board of Governors and Senate for the supervision of TRU's administrative and academic work. Advising and reporting to the President are the Provost and Vice-President Academic and Research, the Vice-President Administration and Finance, the Vice-President University Relations, the Office of the General Counsel and Secretariat, the Vice-President International, the Vice-President Research and the Special Advisor to the President on Indigenous Matters.

NWCCU Accreditation

TRU is accredited by the Northwest Commission on Colleges and Universities (NWCCU) at the associate, baccalaureate, and master's degree levels.

Accreditation of an institution of higher education by the NWCCU indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the NWCCU is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.