Dean of the School of Education

Position Summary

Bishop's University is an English-language university located on W8banakiak wdakiw8k, the traditional lands of the Abenaki Nation, in Quebec's Eastern Townships. Its distinctive educational model combines breadth and depth of learning, collaboration across disciplines, research and creativity, meaningful interaction with faculty and staff, and opportunities to learn by doing. The University is seeking an innovative educational leader and engaged scholar to lead its School of Education.

The School approaches education as a force for social transformation and is committed to equity, social justice, sustainability, and the inclusion of diverse perspectives on education. As outlined in the School's Outcome Statement, the overarching goal is that *"graduating students recognize teaching as an intellectual pursuit and social responsibility. They demonstrate the qualities of responsible and autonomous practitioners who show a capacity for ongoing critical reflection, potential for leadership, and commitment to the transformative power of education."*

This commitment involves responding to the Truth and Reconciliation Commission's Calls to Action and to the Association of Canadian Deans of Education's Accord on Indigenous Education. Its work is grounded in faculty-led, research-informed, and practicum-based learning. Initial teacher education follows a collaborative program approach in which courses and practica are intentionally integrated toward shared professional outcomes, while graduate and professional programs support educators and educational leaders across the career span.

The School offers four Bachelor of Education programs leading to teacher certification in Quebec: Teaching and Learning at the Elementary Level; Teaching and Learning at the Secondary Level; Teaching and Learning of the Creative Arts; and Teaching English as a Second Language. It also offers a course-based Master of Education in Educational Studies and Leadership, a thesis-based Master of Arts in Educational Studies, and graduate certificates that do not lead to teacher certification. The course-based graduate programs can be completed online, extending access to working educators and other learners across Quebec and Canada.

The Dean has primary responsibility for the School's academic leadership, success, and long-term sustainability. The Dean supervises, supports, grows, and enhances undergraduate and graduate programs; ensures that programs leading to teacher certification meet applicable provincial requirements; supports faculty teaching, scholarship, and research; and strengthens the School's relationships with schools, school service centres and boards, government, communities, and professional networks.

Reporting to the Vice-Principal Academic and Research on academic matters and to the Principal and Vice-Chancellor on non-academic matters, the Dean is a member of Senior Administration and works with other academic officers to coordinate the University's academic programs and research activities.

Key Responsibilities & Accountabilities

1. **Strategic & Academic Leadership**

- Engage in a collaborative effort with faculty, staff, and students to develop, refine, and implement a renewed vision and commitment to its initial teacher preparation program and a growth and enhancement of its graduate programs.
- Serve as a key member of Senior Administration, contributing to and advancing the University's mission, academic excellence, reputation, and financial sustainability.
- Provide transparent, collaborative, and inclusive leadership that brings a diverse group of colleagues together as a caring, committed, and respectful team and builds a culture of trust and appreciation.
- Collaborate with faculty, staff, students, and administrative colleagues to develop, refine, and implement strategic plans at the School and University levels.
- Represent, champion, and promote the School in University governance and administrative bodies while supporting institutional priorities and shared governance.
- Engage faculty in discussions of current issues and practices in education and teacher education, including the opportunities and complexities of delivering accredited programs in a small anglophone university in Quebec.
- Advance the University's commitments to Equity, Diversity, Inclusion, and Indigeneity (EDII) and cultivate a transparent, inclusive, safe, fair, and collegial environment in which students, staff, and faculty can excel.

2. **Academic Programs, Accreditation & Student Success**

- Participate as a supportive team member in the shared work required for the effective delivery of academic programs, and, in particular, the team/program approach in initial teacher education •
- Lead accreditation and related quality-assurance reviews and ensure that programs leading to Quebec teacher certification meet applicable provincial requirements.
- Build and support innovation in practice teaching by fostering strong relationships among the School, its Practice Teaching Office, school service centres and boards, partner schools, associate teachers, practicum supervisors, and other educational settings.
- Foster open, transparent, and engaged relationships with undergraduate and graduate students and promote a student-centred culture grounded in close interaction and support.
- Collaborate with the Vice-Principal Student Affairs and EDI and other partners to improve student success and retention.
- Oversee processes essential to the School's effective operation, including the coordination of admissions, student deferrals, exam reread requests, the review committee, academic misconduct procedures, and academic complaint adjudication.

3. **Faculty & Staff Development**
    - Provide strategic direction and support for faculty recruitment and authorize Contract Faculty hiring contracts before submission to the Office of the Vice-Principal Academic and Research.
    - Proactively support the recruitment, retention, career development, and professional growth of faculty.
    - Hire, supervise, support, and evaluate staff who sustain the School's operations, including administrative, practicum, advising, coordination, and student-support roles.
    - Navigate human-resources matters thoughtfully, fairly, and effectively within a unionized and collegial environment.
4. **Research, Teaching & Educational Innovation**
    - Work with the Office of Research and Graduate Studies to strengthen, promote, and support faculty and student research, scholarship, and knowledge mobilization.
    - Champion the School's pedagogical contributions and innovations in methodology, curriculum design, classroom teaching, applied research, and academic research.
    - Support faculty-led practicum research and opportunities that connect research, professional practice, and student learning.
5. **Indigenous Education**
    - Lead the School's engagement with the accords on teacher education developed by the Association of Canadian Deans of Education, including the Accord on Indigenous Education, by promoting Indigenous voices and leadership within educational faculties and institutions.
    - Support and strengthen the School's response to the Truth and Reconciliation Commission's Calls to Action and contribute to the University's broader work in reconciliation, decolonization, and Indigenization.
6. **Equity & Social Responsibility**
    - Advance education as a force for social transformation by supporting approaches that address intersectional discrimination, social inequality, and barriers to participation and success.
    - Lead the School's efforts to enact the recommendations of the Scarborough Charter by removing structural barriers to Black flourishing, promoting inclusive excellence, building two-way relationships with local Black communities, and incorporating metrics to track progress.
7. **Partnerships & Community Engagement**
    - Maintain and strengthen relationships with English-language school boards, French-language school service centres, partner schools, Indigenous communities and organizations, the Quebec government, and other education partners.
    - Represent the School on provincial committees in which the working language is French; participate in national committees and networks of Deans of Education;
    - Act as a visible, engaged ambassador for the School provincially, nationally, and internationally.
    - Develop and sustain reciprocal partnerships that enhance Bishop's visibility and expand opportunities for students, educators, faculty members, and communities.
    - Collaborate with Alumni Relations and Philanthropy to engage alumni, donors, and community partners in support of student success, teaching excellence, research, endowed initiatives, facilities, and School priorities.

8. **Budgeting & Operational Management**
    - Oversee the Dean's Office budget and work with relevant colleagues to develop and manage the School's operating and capital budgets, prioritizing resources in support of academic quality and financial sustainability.
    - Partner with the Associate Vice-Principal Recruitment, Marketing and Communications, the Recruitment Team, and the School to develop and implement strategies that support student recruitment and the visibility of the School's programs.
    - Ensure efficient, responsive, and student-centred administrative processes
9. **Other Tasks**
    - Teach one 3-credit course per year.
    - Additional responsibilities as assigned by the Vice-Principal Academic and Research or the Principal and Vice-Chancellor.

Education & Experience

- An earned terminal degree, normally a PhD or EdD in an educational discipline, recognized by the University.
- A leadership style that reflects deep respect for academic collegiality and for building a culture of trust and appreciation.
- An exemplary record of academic leadership; demonstrated excellence in developing and administering undergraduate and graduate academic programs; and a strong background in teaching and research. Experience in undergraduate teacher education and graduate studies in Education is highly desirable; a record of external funding is an asset.
- Successful administrative and leadership experience, with the ability to make sound, data-informed decisions and prioritize resources effectively in support of academic quality and financial sustainability.
- A demonstrated commitment to undergraduate education, initial teacher preparation, and lifelong learning for educators.
- Demonstrated effectiveness in a collegial system of shared governance and a clear understanding of the roles of faculty, staff, students, Senate, and the Board of Governors.
- A genuine student-centred orientation and willingness to be visible, approachable, and actively engaged in campus life and the broader student experience.
- Demonstrated understanding of faculty and staff recruitment, retention, professional development, and human-resources matters in a unionized environment.
- Familiarity with competency-based teacher education. Familiarity with Quebec's school system and Ministry curriculum, teaching experience in a K-11 setting, and experience leading teacher-education accreditation or quality-assurance processes are assets.

- Commitment to equity, social justice, sustainability, reconciliation, academic freedom, personal integrity, and informed, respectful dialogue that welcomes diverse and divergent perspectives.
- Proven ability to build and sustain partnerships with governments, educational organizations, schools, Indigenous and community organizations, alumni, donors, and the philanthropic sector.
- Demonstrated strategic thinking and excellent oral and written communication skills. English is the primary language of work; the ability to understand written and spoken French and communicate effectively in both official languages is a significant asset given the role's external responsibilities in Quebec.

If you believe you could contribute to our community, we encourage you to apply, even if your experience does not align perfectly with every requirement.

About Bishop's University

Founded in 1843, Bishop's University offers a distinctive liberal education in a small, residential setting in Quebec's Eastern Townships. Bishop's offers a broad range of undergraduate programs and selected graduate programs, with a strong emphasis on dynamic and effective teaching, experiential learning, research, creativity, and knowledge mobilization. Its riverside campus supports a cohesive community, meaningful interaction among students, faculty, staff, and alumni, and an increasingly vibrant research culture. The language of instruction is English, within a predominantly francophone region of Quebec.

Bishop's mission is to empower students to achieve their full potential and develop a strong sense of self. The University aspires to be widely recognized as an inclusive institution that prepares students to contribute with purpose, compassion, and impact in a rapidly changing and increasingly complex world.

Application

Interested candidates should submit an electronic dossier consisting of:

- a letter of application outlining their interest in and vision for the role;
- a curriculum vitae;
- a teaching and research dossier; and
- the names and contact information of three referees.

Applications should be submitted to secretary.general@ubishops.ca by November 16, 2026. The position will remain open until filled. Only candidates selected for an interview will be contacted.

Employment Equity, Immigration & Accommodation

Bishop's University implements an equal access employment program under the Act respecting equal access to employment in public bodies and welcomes applicants who are committed to upholding the values of equity, diversity, and inclusion and who will help expand the University's capacity for diversity and inclusion. Applications are encouraged from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons with disabilities, women, and LGBTQ2+ people. To support the University's commitment to employment equity, applicants are invited to voluntarily self-identify as members of one or more designated groups.

All qualified candidates are encouraged to apply; however, applications from Canadian citizens and permanent residents will be given priority.

Bishop's University will provide support during the recruitment process to applicants with disabilities, including accommodation that takes account of an applicant's accessibility needs. Candidates requiring accommodation to participate in the process may contact humanresources@ubishops.ca.

Land Acknowledgement

Bishop's University is located in the beautiful Eastern Townships southeast of Montreal, on the unceded traditional lands of the Abenaki people. Meeting and working in this privileged location are a constant reminder of the need for continued conversations about decolonization and reconciliation, not as abstract concepts, but as difficult and ongoing processes requiring sustained action.