

VICE DEAN RESEARCH SCHOLARLY AND ARTISTIC WORK

Primary Purpose

The College of Arts and Science is unique in its disciplinary variety, and in the many kinds of research, scholarly and artistic work, and programming, activities and funding opportunities it contains. The Vice-Dean Research, Scholarly and Artistic Work (RSAW) will support and value that diversity.

Reporting to the Dean, the Vice-Dean Research, Scholarly and Artistic Work (RSAW) in the College of Arts and Science is the senior leader in the College for all RSAW-related matters and will provide vision and leadership for the development and implementation of a comprehensive, integrated RSAW plan for the College on behalf of faculty, students, and other stakeholders.

The Vice-Dean RSAW provides inspirational and visionary leadership in partnership with the Dean and in concert with other members of the College's senior leadership team, including Department Heads, to support the RSAW, experiential learning, outreach, and partnership directions of the faculty, departments, College, and university. The portfolio of the position is closely aligned with those of the Vice-Dean Academic and Vice-Dean Faculty Relations, and their contributions to the College are interdependent and coordinated.

The Vice-Dean RSAW ensures the College's graduate programs meet the demands and quality expected of students, departments, graduate interdisciplinary program chairs and other stakeholders, and that processes and policies are in place to support graduate student success. She or he leads the College's internationalization priorities and planning.

Nature of the Work

The Vice-Dean RSAW reports directly to the Dean, works closely with Department Heads and faculty, and is a member of the senior leadership team responsible for oversight and direction of the College. This position will have a number of direct and shared reports. The Vice-Dean will set overall direction for RSAW in the College; advise the Dean and Vice-President Research on matters related to RSAW; work collaboratively to strengthen multi- and inter-disciplinary RSAW; facilitate the alignment of RSAW in the College with priorities in the university, national, and international landscapes; encourage and support Tri-Agency participation and success; and model institutional values and competencies.

Major responsibilities include: providing vision and leadership for the College's RSAW plan; leading a team that provides RSAW support and guidance within the College for department heads, faculty, and students, and assisting with applications for external funding; developing and administering mechanisms for distributing RSAW funds within the College; designing performance indicators to assess progress against the RSAW plan; in consultation with department heads, advising the Vice-Dean Faculty Relations on the recruitment of faculty and senior researchers in departments and programs; building strong RSAW partnerships with key stakeholders; fostering an environment of innovation, collaboration and creativity; in tandem with the Vice-Dean Academic, setting overall direction for undergraduate and graduate curriculum in the College; and building RSAW into the undergraduate experience in tandem with the Vice-Dean Academic.



The Vice-Dean RSAW functions in a highly demanding environment that requires constant responding to major issues and challenges, to demands on limited resources, and to managing multiple priorities. The work is of high volume and is complex. The Vice-Dean works with College leadership, Department Heads and interdisciplinary program chairs, research facilitators, faculty members, highly qualified personnel (HQP), students, university leadership, and many other units across campus.

Education and Experience

A PhD and/or terminal degree with a proven track record in research, scholarly and artistic work, and leadership experience in academic environment is required. Demonstrated success in developing and implementing a vision and leading people to achieve exemplary performance and outcomes is essential. A high level of proficiency in all the personal effectiveness and relationship building competencies is vital.

Accountabilities

The Vice-Dean RSAW in the College of Arts & Science is accountable for the following outcomes:

Strategic Planning

- Provide a vision and set the direction for RSAW in the College and encourage RSAW collaboration among faculty and students in various parts of the College;
- Develop a single comprehensive and integrated RSAW plan for the College, complete with an implementation strategy, in collaboration with HQP and other key stakeholders;
- Participate in setting the direction for RSAW for the university; contribute to multi-year RSAW plans and priorities for the university;
- In order to facilitate interdisciplinarity, assist departments, and collaborative RSAW initiatives, to develop plans that align with the College's and university's plans and priorities;
- Monitor and evaluate progress of RSAW plans by the College, departments and RSAW clusters or groups;
- Aggregate data and ensure plans are aligned with emerging trends and needs of key stakeholders including major funding bodies, such as the Tri-Agencies;
- Instill a culture of research scholarly and artistic work at all levels of the College, in collaboration with the Department Heads and Interdisciplinary Chairs Forum.

Research, Scholarly and Artistic Work Leadership

- Encourage and support College's Tri-Agency application and success rates;
- Create new RSAW opportunities for areas of the College that traditionally experience few of them;
- Increase faculty engagement with Tri-Agency funding applications;
- Identify non-Tri-Agency funding opportunities;
- Define and communicate RSAW outcomes and priorities for the College, and develop a set of College metrics for assessing RSAW performance;
- Build on the process used to identify institutional signature areas to identify College-specific areas of strength, both independent of and complementary to the university's signature areas;
- Communicate emphasis on the complete RSAW cycle (e.g. knowledge translation through peer-reviewed publication and ensuring that assignment of duties reflect both teaching and RSAW activities) and work to raise the national and international profile of RSAW undertaken by College faculty, and work to bring the results of RSAW to the attention of the media;



- Build RSAW relationships with other Colleges;
- Build Tri-Agency expertise and engagement within the College at a national level;
- Develop new, and enhance existing, RSAW-focused partnerships with industry and government partners, other academic institutions, and within the university in order to support faculty research programs;
- Provide leadership and oversight to College research centers and other faculty RSAW clusters or groups;
- Ensure a system of faculty mentorship to enable effective teacher-scholars at all stages of career, and develop and implement a rationalized and transparent College system of course-release support for new pre-tenured faculty;
- Write LOIs for signature areas and emerging research institutes; ensure appropriate arrangements with faculty members from the new institutes;
- Promote the RSAW agenda of the College internally and externally by leading the College's RSAW committee and participating in the university's Associate Deans Research Forum;
- Work deliberately and creatively with the Vice-Dean, Academic and the College Curriculum committee;
- Establish the College as a national and international presence in graduate education (e.g. work to improve resourcing of GTFs, promote graduate programs, and recognize graduate teaching and supervision) by raising the number of graduate students, particularly PhDs, in select programs;
- Provide leadership to all activities relating to graduate program development and delivery including all internship/co-op programs, cross-College graduate programs and course-based masters programs;
- In conjunction with the Vice-Dean Academic, lead the development and implementation of multi-year enrolment plans for the College's graduate programs that are aligned with the strategic directions of the College;
- Work with the university's Strategic Advisor International to identify opportunities for and to encourage international collaborations around RSAW, faculty exchanges and innovative programming;
- Oversee the College's internationalization portfolio;
- Ensure RSAW, in concert with enrolment and interdisciplinarity, is a primary consideration in all College decisions;
- Identify, with the Vice-Dean Faculty Relations, opportunities for faculty appointments that stimulate cross-disciplinary engagement; consider, with the Vice-Dean Academic, more interdisciplinary graduate courses and programs;
- In tandem with the other Vice-Deans, identify opportunities to engage with the media regarding faculty and student expertise in areas related to the portfolio.
- In tandem with the Vice-Dean Academic, improve RSAW opportunities for undergraduate students.

People and Environment

- Ensure positive, diverse, and inclusive work and learning environments;
- Encourage faculty, staff and students to participate in activities leading to increased intercultural awareness and competencies;
- Ensure student and faculty RSAW successes are recognized and promoted;
- Hold people accountable for high standards of performance;



- Support Aboriginal students and employees and strengthen opportunities for Aboriginal research, scholarly, and artistic work, in collaboration with the Associate Dean, Aboriginal Affairs;
- In tandem with the Vice-Dean Faculty Relations, work to recruit and retain outstanding employees;
- Coach and mentor direct reports to ensure their success;
- Effectively steward information and consider succession planning initiatives to support continuity of operations;
- Communicate regularly with colleagues within the College, university and broader community to share relevant information, support others' success and improve engagement;
- Lead change within the College and build organizational capacity for change.
- Identify opportunities to engage with the media regarding faculty and student expertise in areas related to the portfolio.

Financial and Resource Management

- Allocate and re-allocate resources within the College to align and support the desired outcomes of RSAW plan;
- Ensure long-term growth and sustainability of the College's physical, financial, and human resources;
- Ensure proper physical space and start-up for new employees, in conjunction with the Vice-Dean Faculty Relations;
- Develop creative solutions to resource challenges;
- Ensure College RSAW funding is allocated and utilized in accordance with all relevant policies and procedures, both internal and external.

Risk Management

- Identify and proactively manage key RSAW risks;
- Incorporate the identification, assessment, and management of risks into all planning processes;
- Ensure accountability and transparency of the RSAW activities, information, and reports;
- Ensure high standards with respect to health and safety of students and employees;
- Communicate and ensure compliance with university policies, federal and provincial laws and regulations, ethics standards and protocols;
- Within the context of change, foster and promote a culture of responsible risk-taking.

COMPETENCIES

Competencies are attributes, behaviours, manner and style of how skills and knowledge are applied to the job. Each person brings different competencies to their position. The competencies below are the desired attributes which support the University of Saskatchewan's Strategic Directions and People Values. All are applicable in varying degrees depending on the expectations of the job.

Leadership/Vision

The demonstrated ability to build a shared, compelling and credible vision of the future, influencing people to ensure outcomes that support achieving the vision; applicable to all jobs at all levels; a culture of leadership.

- Influences others to share and commit to a common vision;



- Fosters positive work and learning environment;
- Values and considers differing points of view before making a decision;
- Makes timely decisions even when unpopular or difficult;
- Anticipates how decisions affect people;
- Delegates authority and responsibility;
- Holds others accountable for making and meeting commitments;
- Provides continuous, honest and supportive feedback;
- Supports development and continuous improvement.

Support for Progress

The demonstrated ability to initiate, implement, and support innovation and institutional change and enhance programs and services.

- Challenges the status quo;
- Advocates innovation and creativity, even when risk is involved;
- Adapts and maintains productivity in an atmosphere of changing practices;
- Demonstrates an optimistic attitude towards change;
- Demonstrates emotional maturity and resiliency in difficult circumstances;
- Engages and supports others in the change process;
- Works with, rather than resists, forces of change.

Results Orientation

Focuses on results and completing objectives within the framework defined by the University's plans and policies.

- Readily accepts and responds to challenges;
- Directly confronts problems and persists in finding solution;
- Remains optimistic and persistent in the face of adversity;
- Demonstrates courage rather than avoidance to resolve difficult issues;
- Identifies shared interests to develop positive outcomes;
- Focuses on facts and root causes rather than reacting to symptoms;
- Celebrates successes and learns from mistakes.

Personal Effectiveness

Demonstrates an ability to reflect, clarify and commit to what is important, take responsibility for growth and development, and contribute to positive and product work and learning environments.

- Demonstrates integrity and ethical conduct in words and deeds;
- Keeps promises and commitments even when unpopular or difficult;
- Seeks out and appreciates feedback, demonstrating a commitment to learning;
- Accepts ownership and responsibility for outcomes;
- Learns and recovers from setbacks / mistakes;
- Shares expertise willingly and is sought out as a resource for others;
- Forges personal recognition in support of success of others;
- Takes responsibility for balancing work and personal commitments.

Communication

The demonstrated ability to convey information and ideas to individuals in a manner that engages the audience and helps them understand, retain, and respond to the message.



- Communicates clearly and ensures understanding;
- Listens actively to understand others' point of view;
- Provides useful and valuable information to others;
- Demonstrates an awareness of the effects of communications on others;
- Understands and demonstrates the need for confidentiality and discretion.

Relationship Building

The demonstrated ability to develop the rapport necessary to build, maintain and/or strengthen partnerships inside and outside of the University.

- Seeks out and promotes positive relationships;
- Builds opportunities through collaboration and partnerships;
- Maximizes opportunities to achieve outcomes through or with others;
- Demonstrates understanding, respect and concern for others;
- Participates willingly and openly supports team decisions;
- Proactively deals with conflict by openly addressing problems.