

## Academic Dean Position Profile

### **ABOUT QUEST UNIVERSITY CANADA**

*Quest University Canada acknowledges that we sit on the traditional, ancestral, and unceded territory of the Skwxwú7mesh (Squamish) peoples. We are grateful to have the opportunity to work, learn, and live in this blessed territory.*

Quest is unique. Our groundbreaking approach to Canadian postsecondary education began as an experiment in 2007. Today, as one of Canada's notable institutions of higher learning, the University finds itself at the threshold of a new stage in its evolution. We are moving into a period of growth and transition as we recover from past financial challenges and the COVID-19 pandemic, which have caused a shrinkage in our student, faculty, and staff populations.

Quest seeks to reinvigorate the undergraduate liberal arts and sciences using an innovative philosophy and novel curriculum. We believe in teaching ways of thinking and skills for the real world. We believe in preparing students for any endeavour they choose—from graduate school to professional programs and from traditional careers to independent paths. Our environment of intellectual rigour and personal enrichment helps students design their own education and delve deeply into topics about which they are passionate. We are Canada's first independent, not-for-profit, secular liberal arts and sciences university, devoted entirely to excellence in undergraduate education.

One of Canada's leading liberal arts institutions, Quest University Canada is authorized to grant degrees by the Degree Quality Assessment Board of the province of British Columbia and is a member of the Education Quality Assurance Board. We are seeking an experienced Academic Dean (AD) to provide day-to-day oversight and academic leadership to our accomplished faculty. The AD is a key member of the University's Executive Team. This post offers the right candidate the opportunity to enhance Quest University's already strong reputation for academic excellence and innovation and to be a powerful voice in the design and implementation of Quest's ongoing evolution. The AD has a wide range of responsibilities, including:

- Representing Quest at appropriate provincial, national, and international bodies;
- Managing the day-to-day operations of the Academic Units in the faculty;
- Providing oversight and management of the course offerings and curriculum; and
- Contributing leadership and direction to the faculty members.

Quest's highly regarded curriculum and educational philosophy are distinct from most universities. We embrace innovation and transformation to offer a rigorous and well-rounded university education in the arts and sciences with a global focus. Our approach is interdisciplinary and does not have traditional departments and majors, but instead, offers one degree, a Bachelor of Arts and Sciences. Quest's ground-breaking program uses the Block Plan, where classes are taught seminar-style with no lecture halls. Students take one course at a time in 3.5-week Blocks instead of multiple courses simultaneously, which allows for a more immersive learning practice that is enhanced by a live-on-campus experience and field courses that can take students as far as Antarctica. The maximum class size is 20 students, and each student is paired with a faculty advisor. Life Sciences, Physical Sciences, Arts & Humanities, Mathematics, and Social Sciences disciplines are represented among our Faculty. In place of declaring a major, students

develop a personalized Question, and the degree culminates in a major work called the Keystone Project, equivalent to a capstone thesis. As part of the current growth plans, Quest is also exploring complementary new programs to add to our offerings.

Quest's results speak for themselves. The university ranks at or near the top in every National Survey of Student Engagement category in Canada. This achievement is significant in such a short history and has helped put Quest on the map. To date, Quest has graduated over 900 students, with more than half of alumni going on to advanced studies, including at top institutions such as Harvard, Oxford, McGill, and Yale. Graduates have entered medical school, law school, and graduate programs in every major discipline.

Quest University has been recognized as one of the most beautiful university campuses in Canada. Located on the edge of Garibaldi Provincial Park, Quest boasts breathtaking views of wooded valleys and snow-capped mountains. The Quest campus is in the coastal mountain community of Squamish, only 70 kilometers from downtown Vancouver and 60 kilometers from Whistler's renowned ski resort.

## **ABOUT SQUAMISH**

Squamish is located at the northern tip of a glacially etched fjord on the Pacific Ocean. Surrounded by a spectacular mountain backdrop and nestled within a temperate rainforest, Squamish is recognized worldwide for its culture, recreation, and incredible mountain lifestyle. Squamish is ideally situated on the scenic Sea to Sky Highway between the two host venues of the 2010 Olympic Winter Games: Vancouver, British Columbia's largest city, and Whistler, a four-season mountain resort consistently ranked the number one ski resort in North America. A strong, vibrant, and healthy community, Squamish is envied for its wide range of recreational activities. World-class trails, rock climbing parks, consistent wind patterns, a relatively mild year-round climate, a healthy wildlife population, and proximity to ocean, mountains, and rivers make Squamish a sought-after destination for mountain bikers, hikers, rock climbers, kite and wind surfers, kayakers, ski tourers, wildlife viewers and backcountry enthusiasts alike. Add to that a long list of organized sport associations such as soccer, ice hockey, figure skating, horseback riding, BMX, gymnastics, lacrosse, and football, to name a few, and Squamish is second-to-none when it comes to both recreation and physical fitness.

But recreation is not the only thing about which residents are passionate. A diverse arts and culture scene is growing here, as Squamish is also home to many photographers, filmmakers and artisans of every genre. Local theatre groups, dance companies, musicians and singers entertain on a regular basis. A dedicated and passionate environmental movement is also at work in Squamish, striving to protect and enhance the fragile ecosystem that is at the heart of what characterizes our beautiful surroundings. A committed group of social organizations provides support through programming and services with the goal to ensure that every resident of Squamish has somewhere to turn in their time of need.

A breathtaking location, combined with a population of about 20,000 highly productive people, has resulted in a center of activity that embraces continual evolution and development. As more people strive for a healthy, safe, and affordable lifestyle, Squamish saw an almost 14% population increase between 2011 and 2016.

## **THE ROLE: RESPONSIBILITIES and ACCOUNTABILITIES**

In general, the Academic Dean (AD) will have the duties, responsibilities, and authority of a Dean at a Canadian university. The portfolio of the AD includes several meaningful leadership roles, both external and internal. The AD will help Quest build relationships with other institutions by representing Quest at appropriate provincial, national, and international educational gatherings and collaborating with faculty to negotiate articulation agreements. Working with the VP of Academics and the faculty, the AD will craft reports for periodic institutional reviews for degree quality assurance.

Much of the AD's job will be internally facing, as the AD will provide oversight for and collaboration with the Academic Council to develop the curriculum and academic policies, as well as have oversight over communication in these areas. They will work with various departments on both the development of admissions standards, graduation requirements, and the proposal of the academic budget. Block-by-block scheduling of classes as well as long-term course planning will be the responsibility of the AD, in consultation with faculty groups.

Acting as an authoritative backstop, the AD has an important relationship with students and will ensure that students' academic queries and requests receive timely, well-considered responses. As an *ex-officio* member of the Research Ethics Board, the AD will also have a bird's eye view of student research at Quest. When necessary, the AD will grant special academic permissions to students, administer academic discipline, supervise learning contracts, and adjudicate grade appeals.

Many of the AD's internal duties revolve around the leadership and supervision of the faculty. They serve *ex officio* on all faculty hiring committees, provide guidance to faculty in the creation of their annual work plans, determine faculty workloads and special assignments, and propose professional development budgets and salary increases. They chair the Academic Operations Group and provide the faculty Administrative Chairs with both direction and supervision. In addition, the AD approves faculty requests to accept external remunerative work.

## **QUALIFICATIONS and EXPERIENCE**

Candidates must possess a doctorate or terminal degree in an academic discipline(s) and be able to demonstrate the following:

### **I. Academic Leadership Success**

- A minimum of five years of progressively responsible and senior level leadership experience in an academic, university environment;
- Success in developing interdisciplinary and innovative curricular practices in higher education;
- An understanding of key issues in Canadian higher education;
- Success as an experienced educator;
- A public record of intellectual or scholarly achievement.

### **II. Academic Management and Risk Management Success**

- Competency and success in negotiating agreements in a complex higher education setting;
- Team-building and the capacity to build strategic partnerships;
- Commitment to Diversity, Equity, and Inclusion in both curricular and structural contexts.

### III. Core Competencies

#### Candidates must demonstrate:

- Superior **Communication** skills;
- Aptitude and eagerness for **Continuous Learning**;
- **Flexibility** in adapting to new situations and information;
- **Motivational and Inspirational** skills;
- **Cultural Competence**, including demonstrated skills in creating a diverse, equitable and, inclusive workplace.
- **Organizational Awareness**--he ability to maximize opportunity and improve quality;
- The ability to **Plan and Coordinate, Prioritize, and Focus on Success**;
- **Problem-Solving Capacity** and exercise of **Good Judgement**;
- Balancing **Results** and **Service Orientation**;
- Ability to model **Teamwork and Collaboration**;
- Principled attention to observing, fostering and supporting institutional **Values and Ethics**.

#### Role-Specific Competencies include:

- Accountability/Dependability;
- Attention to Detail;
- Business Acumen;
- Cultural Competence;
- Conflict Management ;
- Ability to develop others toward Professional Growth;
- Health and Safety Management;
- Positive Impact and Influence.

### **TO APPLY**

Candidates are asked to submit the following documents in PDF format to [human.resources@questu.ca](mailto:human.resources@questu.ca) by **17:00 (PST) on Friday, May 7th, 2021**.

- Applications should consist of a full CV detailing academic and professional qualifications and relevant achievements.
- A covering letter describing briefly how candidates meet the criteria in the "Qualifications and Experience" section of this position profile, why the appointment is of interest, and what they believe they can bring to the role.
- Please also indicate your legal entitlement to work in Canada according to the following options: no restrictions or limitations, work permit, study permit, or not entitled to work in Canada.
- Names of references will only be requested at the end of the recruitment process.