The Faculty of Science invites applications and nominations from full-time faculty in the Faculty of Science, for the position of Associate Dean, Administration. The Associate Dean, Administration is a key role, the primary focus of which is to provide leadership for the administrative and operational functions of the Faculty of Science. The Associate Dean serves as a core member of the senior leadership team of the Faculty of Science, the members of which provide strategic and tactical advice to the Dean of Science. The Associate Dean works alongside the other Associate Deans, the Director of Finance and Operations, the Chairs and other Directors to advance the Faculty of Science’s Strategic Plan. The Associate Dean also works closely with the Office of Faculty Relations and Institutional Planning and Budgeting, other Faculties, institutions, and additional stakeholders both within and external to the academy.

A passion for science and a commitment to support and advance research, undergraduate and graduate learning, including the objectives and aspirations of faculty and staff are key requirements. The ideal candidate will have academic leadership experience and have demonstrated the ability to foster a positive culture and environment and to inspire and engage members of faculty and staff. The incumbent will have experience in budget planning and the efficient deployment of resources, conflict resolution, change-management, and the drafting and implementation of policies and procedures. The ideal candidate will exhibit an understanding of the collective agreements between the University and the faculty and support staff and have experience with the processes governed by them such as hiring, promotion and tenure, and evaluation. S/he will understand and offer what is required to support complex organizational management and to build strong relationships with multiple internal and external stakeholders.

The position is to commence January 1, 2017. The term of the position is negotiable and subject to possible renewal. Applicants must hold a full-time academic appointment in the Faculty of Science at The University of Western Ontario, with preference given to candidates at the level of Full Professor.

A detailed description of roles and responsibilities can be viewed at http://www.uwo.ca/sci/adminsearch
Send applications or nominations to:

Dr. Charmaine Dean
Dean, Faculty of Science
Western Science Centre
sciencedean@uwo.ca

An application should consist of a cover letter and an up-to-date CV. Consideration of applications and nominations will commence on October 15, 2016 and continue until the position is filled.

Positions are subject to budget approval. Applicants should have fluent written and oral communication skills in English. The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact (insert name and contact info)

Posted on the Faculty Relations website August 9, 2016.