



**The Role and Mandate** - based on original mandate, with the themes and criteria below approved by the Evaluation Committee on July 4, 2024.

The Dean, Faculty of Arts and Science will provide strategic direction, academic planning leadership, and administrative oversight to the Faculty of Arts and Science. Reporting to the Provost and Vice-President, Academic, and a member of Concordia's senior administration, the Dean will promote innovative approaches to curriculum development and delivery and lead efforts that will enable the Faculty and University to achieve the highest standards in education and research. Committed to decolonization and Indigenization, the Dean will ensure sustainable growth and competitiveness, intensify research output, develop cross-disciplinary and cross-Faculty programs and enhance the external stature of the Faculty.

The Dean, Faculty of Arts and Science has the following direct reports:

- Vice-Dean, Faculty of Arts and Science
- Associate Dean, Research and Infrastructure
- Associate Dean, Research and Graduate Studies
- Associate Dean, Academic Programs
- Associate Dean, Faculty Affairs and Inclusion
- Associate Dean, Student Academic Services
- Chairs and Principals of the 27 Academic Units
- Senior Director, Strategic Development and Faculty Operations
- Senior Faculty Financial Officer
- Faculty Affairs Officer
- Strategic Director, Innovation
- Principal Director Development (dotted line report)

## THEMES AND CRITERIA

### Strategic leadership:

- Committed to the scholarly life of the Faculty and to excellence, equity, diversity, inclusion and decolonization, the Dean will play a major role in the achievement of Concordia's goals and objectives;
- Develop, articulate, and implement the vision of the Faculty in accordance with Concordia's Strategic Directions and other action plans<sup>1</sup>, and adapt ideas and visions as it moves forward in meeting the needs of students, faculty, and staff;
- Stimulate and support inclusive excellence and integrity in teaching, learning, research and University service, and foster a climate that encourages faculty, staff, and students to identify and pursue innovation in these activities;

<sup>1</sup>[Indigenous Directions Action Plan](#); [Recommendations of the President's Task Force on Anti-Black Racism](#); [Strategic Directions](#); [Strategic Research Plan](#); [Sustainability Action Plan](#)

- Further strengthen the academic programs offered by the Faculty by providing leadership in curriculum development, by promoting innovative pedagogical delivery methods, and by initiating and overseeing activities designed to improve teaching skills within the Faculty and ensure that teaching methods are state-of-the-art; and
- Participate in the development of University strategies and policies as a member of the University's senior management team.

Research:

- Provide strategic leadership in the development of research activity to draw upon and optimize the expertise, interests, and resources of the Faculty and to ensure alignment with the University's strategic research strategy;
- Promote the research activities of, and research funding and research infrastructure for faculty members and students, and ensure that their contributions to the success of the Faculty of Arts and Science and Concordia are known and celebrated within the University and the broader community;
- Ensure cooperative integration among the research centres, support units, departments and colleges within and related to the Faculty of Arts and Science; and
- Continue to seek opportunities to develop and continue interdisciplinary research and teaching initiatives with other Faculties, Colleges, Schools, and Institutes within Concordia.

Management of the faculty:

- Ensure effective and open communications and engagement among students, faculty, senior administration, and staff members;
- With a focus on accountability, efficiency, and collaboration, oversee the effective administration of the Faculty's budget, resources, and support, and ensure effective Faculty governance;
- Ensure there is appropriate and efficient organization and assignment of staff responsibilities, effective management, commitment to staff development, and administration of collective agreements and personnel policies;
- Ensure recruitment and appointment processes are undertaken with the aim to attract the highest possible caliber of faculty, staff, and students, and that the process itself is reflective of equity, diversity, and University policy;

- Play a proactive role in increasing funding support to the Faculty through government, industry, and other funding sources and work collaboratively with academic, community, cultural, industry, and public sector partners to further enhance the research and creative profile of the Faculty, and expand and improve its infrastructure;
- Build effective relationships and promote and advocate for the Faculty to a broad spectrum of stakeholders, including senior administration, associate deans, department chairs, faculty and staff, students, alumni, professional associations, the media, community leaders, and educational and other key institutions locally, nationally, and internationally; and
- Play a leadership role in change management across the faculty.