

**POSITION PROFILE FOR THE DEAN, GINA CODY SCHOOL
AS OF NOVEMBER 2020**

THE ROLE AND MANDATE

The Dean of the Gina Cody School of Engineering and Computer Science (GCS) will provide strategic direction, academic planning leadership and administrative oversight to achieve the highest standards in engineering and computer science education and research. Reporting to the Provost and Vice-President, Academic and a member of Concordia's senior administration, the Dean will promote innovative approaches to program and professional training development and delivery, increase research output and funding support, and facilitate partnerships with other Faculties. They will ensure sustainable growth and competitiveness, expand the Faculty's industry research chairs and large-scale interdisciplinary research programs, and work collaboratively with academic, industry and public sector partners to further enhance its national and international stature.

Themes and criteria for evaluation – based on original mandate:

- Leadership: Demonstrated leadership and innovation in initiatives related to revenue building strategies, student recruitment and change management;
- Commitment to EDI: Committed to the scholarly life of the Faculty and to excellence, equity, diversity and inclusion. Initiatives for the achievement of Concordia's goals and objectives related to EDI and decolonization;
- Effective communication: Commitment to team building and community development with faculty and staff by ensuring effective communication and engagement with students, faculty and staff members;
- Research initiatives: Strategic leadership in the development of research activity to capitalize upon the expertise, interests and resources of the Faculty and to ensure alignment with the University's research strategy;
- Curriculum development: Strengthening academic programs offered by the Faculty by providing leadership in curriculum development, and by initiating and overseeing activities designed to improve teaching skills within the Faculty. Continuing to seek opportunities to develop and continue interdisciplinary research and teaching initiatives with other Faculties, Colleges, Schools and Institutes within Concordia;
- Outreach: Building effective relationships and advocating 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
- Fundraising: Initiatives related to Faculty fundraising activities and contribution to the University's fundraising initiatives.

Profile of position included for reference purposes

The Dean of GCS currently has the following direct reports:

- Associate Dean, Academic Affairs
- Associate Dean, Academic Programs
- Associate Dean, Graduate Studies
- Associate Dean, Research and Innovation
- Associate Dean, Student Academic Services
- Chairs/Directors of the seven Academic Units
- Director of Administration
- Manager, Building Operations and Infrastructure
- Senior Faculty Financial Officer
- Senior Advisor, Strategic Initiatives and Special Projects

And the following dotted line reports:

- Communications Manager
- Principal Director of Development

Committed to the scholarly life of the Faculty and to excellence, equity, diversity and inclusion, the Dean of GCS will play a major role in the achievement of Concordia's goals and objectives.

They will be expected to:

- Stimulate and support 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;
- Lead the academic planning process of the Faculty by initiating discussions, defining priorities, and developing and articulating its vision;
- Initiate and oversee activities designed to improve teaching skills within the Faculty and ensure that teaching methods are state-of-the-art;
- Provide strategic leadership in the development of research activity to capitalize upon the expertise, interests and resources of the Faculty and to ensure alignment with the University's research strategy;
- Play a proactive role in increasing funding support to the Faculty through government, industry and other funding sources and work collaboratively with academic, industry and public sector partners to further enhance the research profile of the Faculty, and expand and improve its infrastructure;

- Promote the research activities of faculty members and ensure that their contributions to the success of the Gina Cody School and Concordia are known and celebrated within the University and across the broader community;
- Ensure cooperative integration among the research centres, support units, and academic units within and related to the Gina Cody School;
- Continue to seek opportunities to develop and continue interdisciplinary research and teaching initiatives with other Faculties, Colleges, Schools and Institutes within Concordia;
- Ensure effective communication and engagement with students, faculty and staff members;
- Develop, manage and ensure effective administration and accountability of the Faculty's budget and resources and support, regularly assess and ensure effective Faculty governance;
- Ensure 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 calibre of faculty and staff and that the process itself is reflective of equity, diversity and University policy;
- Build effective relationships, 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
- Participate in the development of University strategy and policy as a member of the University's senior management team.