

## **Associate Dean, Graduate Studies and Research**

Position # 002383ADM60-2022-EDU

The University of Windsor's Faculty of Education invites applications for the position of Associate Dean, Graduate Studies and Research, for a 5-year term with the possibility of renewal, commencing as early as July 1, 2022, or as negotiated. This position is subject to final budgetary approval.

The successful candidate will hold a Ph.D. or equivalent advanced degree and will be appointed to the Faculty of Education at the rank of Associate or Full Professor with tenure, depending on qualifications and experience. We invite applications from individuals who have a demonstrated track record of excellence in teaching, graduate supervision, and service in support of graduate programs and research, scholarship, and creative activity. The successful candidate will possess strong leadership and administrative skills and be an effective communicator, collaborator, problem-solver, and advocate. Furthermore, they will be committed to principles and practices of equity, diversity, accessibility, and inclusion, to anti-racism, anti-oppressive or social justice education, and to fulfillment of the educational Calls to Action as set out by the Truth and Reconciliation Commission (TRC).

Reporting to the Dean of the Faculty of Education, the Associate Dean, Graduate Studies and Research, is responsible for the overall administration and support of both graduate studies and research, scholarship, and creative activity in the Faculty of Education. The incumbent will work collegially with the Faculty of Education leadership team and will have responsibilities that include:

- Formulating, promoting, and updating a strategic vision for graduate education, research, scholarship, and creative activity in the Faculty of Education;
- Developing, planning and implementing initiatives to improve and support the overall experience of graduate students;
- Contributing to the evaluation of graduate programs for quality assurance and accreditation purposes;
- Overseeing new course/program proposals and required processes for various levels of Faculty/University approval;
- Monitoring admissions for all graduate programs and providing strategic enrolment recommendations to the Dean;
- Making recommendations on graduate course scheduling and delivery mode;
- Approving grades and grade changes, tracking distributions, and consulting with instructors about grading standards/guidelines;
- Ensuring that graduate students and faculty members are regularly apprised of funding opportunities from a variety of sources;
- Academic advising, including managing of academic probation, academic offenses, required withdrawals, and numerous student related requests and appeals;
- Recruitment and counselling of diverse, marginalized, and international students
- Working collaboratively with the Dean of Graduate Studies, the Vice President Research and Innovation, the Office of the Senior Advisor to the President on Indigenous Relations and Outreach, and the Office of the Vice President (Equity, Diversity, and Inclusion);
- Liaising with Student Accessibility Services, the Student Counselling Centre, the Office of Student Experience, the Black Student Support Coordinator, and the International Student Centre regarding graduate student matters;
- Serving on a variety of University committees, including the University Graduate Council, the University Graduate Executive Committee, the University Graduate Appeals Committee, and various University Scholarship committees;
- Serving as a member on all relevant standing and ad-hoc Faculty of Education Committees and as Chair for each of the following Faculty committees: Graduate Committee, and Graduate Program (MEd and PhD) Admissions Committees;

- Maintaining a consistent and supportive relationship with the Joint PhD in Educational Studies secretariat, including serving as the University of Windsor's representative on the Program Committee;
- Overseeing transition of directorship of PhD program from Lakehead University to the University of Windsor by July 2023;
- Reporting to Faculty Council at all regular meetings and consulting with the Dean and the Faculty of Education Leadership Team on a regular and timely basis;
- Regularly consulting with the Program/Graduate Secretary and other administrative staff to ensure coordination of workflow and enhanced policies and practices toward the goal of facilitating positive outcomes for graduate students and research in the Faculty;
- Attending meetings and events on behalf of the Dean and/or Faculty; and
- Completing special projects and tasks as assigned by the Dean.

### **Application Requirements:**

- a letter of application that addresses the applicant's suitability for the position in relation to this advertisement;
- a detailed and current curriculum vitae;
- a statement of citizenship/immigration status;
- up to three (3) samples of research, scholarship, or creative activity;
- a statement of research interests;
- a one page statement of commitment to Equity, Diversity, Inclusion, and Decolonization (up to 1 page);
- a teaching dossier or teaching portfolio showing a potential for or evidence of teaching effectiveness and excellence that will include sample course syllabi/outlines, teaching evaluations, and a statement of teaching philosophy and interests (resources and templates for completing a teaching dossier can be found at <https://www.uwindsor.ca/ctl/502/teaching-dossiers>); and
- three (3) current letters of reference forwarded directly by the referees to the Dean, at the email listed below.

Please note that additional documentation may be required in advance of the committee's review of all applicants. To ensure full consideration please submit a complete application and ensure letters of reference are submitted by the deadline date of **June 13, 2022**. Applications may be considered after the deadline date; however, acceptance of late submissions is at the discretion of the appointments committee.

### **[PLEASE CLICK HERE TO COMPLETE AN ONLINE APPLICATION](#)**

When completing the online application, please reference  
Position Number: **002383ADM60-2022-EDU**

### **Questions and Reference Letters to be sent to:**

Dr Ken Montgomery, Dean, Faculty of Education  
Email: [eduemployment@uwindsor.ca](mailto:eduemployment@uwindsor.ca)

The University of Windsor is situated on the traditional territory of the Three Fires Confederacy of First Nations: the Ojibwa, the Odawa, and the Potawatomie. The University is a comprehensive research and teaching institution with more than 16,000 students. We are a welcoming community committed to equity, diversity, inclusion, and accessibility in our teaching, learning, and work environments. In pursuit of the University's Employment Equity Plan, members from the designated groups (women, Indigenous/Aboriginal (First Nations, Métis, Inuit) persons, racialized persons/visible minorities, persons with disabilities, and persons of a minority sexual orientation and/or gender identity) are encouraged to apply and to self-identify. If you need an accommodation for any part of the application and hiring process, please notify the Faculty Recruitment Coordinator ([recruit@uwindsor.ca](mailto:recruit@uwindsor.ca)). Should you require further information on accommodation, please visit the website of the Office of Human Rights, Equity & Accessibility (<http://www.uwindsor.ca/ohrea>). All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.