

 **ASSOCIATE DEAN**

**Southern Saskatchewan Campus and  
Advancement of Global Health Strategies**

POSITION PROFILE  
DECEMBER, 2011

# RESPONSIBILITIES

## PRIMARY PURPOSE

Reporting to the Dean of the College of Nursing, the Associate Dean Southern Saskatchewan Campus and Advancement of Global Health Strategies provides strategic leadership and stewardship for the operations and implementation of the College's and University's integrated plans and assists the Dean in ensuring academic quality and integrity of the College of Nursing within the region and the province. As a member of the Leadership Team of the College of Nursing, the Associate Dean also plays a key role in supporting a knowledge intensive environment for faculty outreach and engagement within the region and provides leadership in creating opportunities for innovative projects that support collaborative partnerships to advance nursing. Major responsibilities include:

- Contributing to the advancement of the strategic directions of the College and the University as outlined in the integrated plans;
- Promoting interprofessionalism through the establishment of relationships with members of the academic health sciences, Colleges/units within the university, regional organizations, Indigenous and international communities and other relevant organizations to promote mutually beneficial collaborations.
- Contributing, as a member of the leadership team, to the development of a sustainable multi-year financial model to ensure resources are adequately aligned with the strategic directions of the College.
- Guaranteeing the ongoing accreditation of the College by ensuring the academic program review requirements are met and maintained within the region

## NATURE OF THE WORK

The Associate Dean is responsible for collaborating with the College of Nursing Leadership Team to ensure the highest level of scholarship and quality programming for nursing education in undergraduate and graduate student experiences. Within the applicable geographical region of Saskatchewan, the Associate Dean will act as the Dean's designate in operational oversight and management of government relations, physical and financial resources, distributive learning modalities, human resources and student affairs. Decision-making will reflect knowledge of financial planning and fiscal accountability.

The Associate Dean, Southern Saskatchewan Campus & Global Health has the unique responsibility for providing leadership to the College of Nursing's strategic endeavours to develop competencies, culture and programming for faculty, students, staff and partner organizations related to global health and equity. The Associate Dean will provide leadership in the ongoing development and alignment of the College's international initiatives, the integration of local and international work within the context of Global Health, and the engagement of faculty, students, staff and partners in global health initiatives.

The role of the Associate Dean is demanding and requires prioritization of competing expectations both internal and external. In consultation with the Dean, the Associate Dean is responsible for initiating and implementing academic activities that support personal growth and development as a senior nursing leader provincially and nationally.

# ACCOUNTIBILITIES

## STRATEGIC PLANNING

- Plays a leadership role in the development and implementation of a strategic framework for global health for the College of Nursing.
- Identifies innovative strategies in response to changes and projects future initiatives that will support the ongoing functioning of the College.
- Ensures ongoing engagement between the College of Nursing and external communities, including the continuous development of strategic partnerships at provincial, national and international levels.
- Builds on the strengths of existing community based relationships for research, scholarship and artistic work.
- Contributes to administration, program development, financial and personnel planning, research-related activities, and other College initiatives.
- Plays a key role in positioning the College as an innovative community of excellence.

## TEACHING AND RESEARCH

- Ensures faculty receive mentoring and the other supports that they need to successfully manage all aspects of their teaching and scholarly activities.
- Represents the faculty in southern Saskatchewan campuses on the assignment of teaching workload locally and in relation to the overall provincial needs of the College.
- Participates in assigned student teaching/learning situations to facilitate learning outcomes and critical inquiry.
- Acts as the Dean's designate in all student affairs within the south Saskatchewan campuses.
- Networks and explores potential alliances with government, international researchers/research chairs, funding agencies, to create a strategic global health framework for the College.
- Supports the Associate Dean Research, Innovations & Global Initiatives to represent the research interests of the faculty in southern Saskatchewan campuses.
- Encourages and positions faculty to participate on provincial and national peer-review boards.
- Liaises with the International Office, Global Commons and the Vice-President responsible for international relations as appropriate.
- Chairs the College Global Health Committee.
- Recommends policy direction for Global Health clinical placement to College faculty.
- Develops communications strategies to ensure the accomplishments of faculty, staff and students in southern Saskatchewan and the College are properly recognized.
- Maintains a -research program /professional practice.

## **GLOBAL HEALTH**

- Provides leadership to the College of Nursing's investment in international experience for undergraduate students, which is focused on countries that provide the appropriate context for acquiring global health competencies.
- Oversees the development of Letters of Intent (LOI) and Memoranda of Understanding (MOU) based on the University of Saskatchewan requirements for international student placements that address the principles of informed choice, collaboration, transparency, fairness, reciprocity (mutuality of benefits), lifelong learning, experience and complementation as outlined by the College.
- In consultation with the Financial Officer, develops a budget to support faculty and student engagement in keeping with the principles and content of the LOI and MOU and ensuring efficiency and effectiveness.
- Works with Risk Management to develop criteria regarding appropriateness and safety of global student experiences.
- Defines outcomes, with respect to Global Relations, for students, faculty and programs at the University of Saskatchewan and in our partner countries.
- Provides leadership and direction to faculty in preparing courses and orientation, standardized processes and procedures for students and faculty engaged in global health work.
- Collaborates with other health and human service professions/colleges to create and implement inter-professional education, practice and research opportunities for students, faculty and clinicians as appropriate.

## **PEOPLE AND ENVIRONMENT**

- Fosters and encourages research dissemination and knowledge translation opportunities by faculty and students.
- Facilitates approaches to support the scholarship of faculty.
- Travels to sites in the assigned geographical campus to engage with communities to maintain linkages and to create new and sustain existing relationships.
- Engages students in the intellectual community across campus and inter-agency.
- Enhances opportunities to engage undergraduate students in research and interprofessional learning opportunities.
- Provides direction to the College for leadership, infrastructure and human resources development to support Aboriginal scholarship.
- Interprets and implements policies to guide student conduct within the university across the southern Saskatchewan campus.
- In collaboration with the Dean and College faculty, creates alliances with other post secondary institutions across the province for infrastructure and human resources to build a sustainable interprofessional approach to nursing education programs.

- As an active member of the Dean's College Workload Planning Team, is responsible for workload assignments for tenured, tenure track, limited term and part time faculty across all sites and programs. Responsible for ongoing changes throughout the academic year that impacts specifically on the southern region of the province. Consults with the Assistant Dean responsible for the Graduate Program when assigning workload or ongoing changes related to graduate teaching assignments.
- In consultation with the Dean and others as appropriate, ensures that the teaching responsibilities of the College in southern Saskatchewan are being met through the hiring of part-time instructors to supplement tenured/tenure track and limited term faculty.
- As the Dean's designate is responsible for recruiting, interviewing, orienting, mentoring and supporting part time instructors, creating teaching assignments, and providing feedback and ongoing assessment. This function is supported by the clinical coordinator for southern Saskatchewan and faculty as appropriate.
- Responsible to work with the College leadership team to design and deliver an orientation program for all new faculty (tenure track/limited term/part time) as part of a College initiative held centrally in Saskatoon as well as site specific initiatives.

#### **FINANCIAL AND RESOURCE MANAGEMENT**

- Participates in budget negotiation and creating a sustainability funding plan for teaching and learning.
- Accountable for anticipating changes in the environment that will affect the financial plan of the College.
- Responsible for the financial management of funds for the southern Saskatchewan campuses including distributive learning needs.
- Collaborates with the Dean's Leadership team to develop a multi-year forecasting for the College and University integrated planning.

#### **RISK MANAGEMENT**

- Functions in an environment requiring decision making involving a high level of involvement with multiple partners and organizations each with competing priorities for resource allocation.
- Frequently exercises professional judgment when interacting with others and in providing expert counsel.
- Responsible for dealing with emerging and unpredictable events that are time sensitive and require short timelines to respond.
- Responsible to determine safety in allowing students to leave the country in the event of unforeseen disasters/terrorist attacks etc. Required to advise the Dean and monitor situations that result in cancelations and/or recall of students with international clinical experiences.

## COMPETENCIES

Competencies are demonstrated behaviours (skills) which describe how employees do their work. Each person brings different combinations of competencies to their position. The competencies below are the desired attributes which support the University of Saskatchewan's Strategic Directions and People Values.

### LEADERSHIP / VISION

*The demonstrated ability to build a shared, compelling and credible vision of the future, influencing people to ensure outcomes that support achieving the vision; applicable to all jobs at all levels; a culture of leadership.*

- Influences others to share and commit to a common vision
- Fosters positive work and learning environments
- Values and considers differing points of view before making a decision
- Makes timely decisions even when unpopular or difficult
- Anticipates how decisions affect people
- Delegates authority and responsibility
- Holds others accountable for making and meeting commitments
- Provides continuous, honest and supportive feedback
- Supports development and continuous improvement

### SUPPORT FOR PROGRESS

*The demonstrated ability to initiate, implement, and support innovation and institutional change and enhance programs and services.*

- Challenges the status quo
- Advocates innovation and creativity, even when risk is involved
- Adapts and maintains productivity in an atmosphere of changing practices
- Demonstrates an optimistic attitude towards change
- Demonstrates emotional maturity and resiliency in difficult circumstances
- Engages and supports others in the change process
- Works with, rather than resists, forces of change

## **RESULTS ORIENTATION**

*Focuses on results and completing objectives within the framework defined by the University's plans and policies.*

- Readily accepts and responds to challenges
- Directly confronts problems and persists in finding solution
- Remains optimistic and persistent in the face of adversity
- Demonstrates courage rather than avoidance to resolve difficult issues
- Identifies shared interests to develop positive outcomes
- Focuses on facts and root causes rather than reacting to symptoms
- Celebrates successes and learns from mistakes

## **PERSONAL EFFECTIVENESS**

*Demonstrates an ability to reflect, clarify and commit to what is important, take responsibility for growth and development, and contribute to positive and productive work and learning environments.*

- Demonstrates integrity and ethical conduct in words and deeds
- Keeps promises and commitments even when unpopular or difficult
- Seeks out and appreciates feedback, demonstrating a commitment to learning
- Accepts ownership and responsibility for outcomes
- Learns and recovers from setbacks / mistakes
- Shares expertise willingly and is sought out as a resource for others
- Forgoes personal recognition in support of success of others
- Takes responsibility for balancing work and personal commitments

## **COMMUNICATION**

*The demonstrated ability to convey information and ideas to individuals in a manner that engages the audience and helps them understand, retain, and respond to the message.*

- Communicates clearly and ensures understanding
- Listens actively to understand others' points of view
- Provides useful and valuable information to others
- Demonstrates an awareness of the effects of communications on others
- Understands and demonstrates the need for confidentiality and discretion

## **RELATIONSHIP BUILDING**

*The demonstrated ability to develop the rapport necessary to build, maintain and/or strengthen partnerships and relationships inside and outside of the University.*

- Seeks out and promotes positive relationships
- Builds opportunities through collaboration and partnerships
- Maximizes opportunities to achieve outcomes through or with others
- Demonstrates understanding, respect and concern for others
- Participates willingly and openly supports team decisions
- Proactively deals with conflict by openly addressing problems

## **REPORTING RELATIONSHIPS**

The Associate Dean Southern Saskatchewan Campus and Advancement of Global Health Strategies reports to the Dean, College of Nursing and in this role works under administrative direction. Work is assigned in terms of broad organizational objectives and policies and is subject to annual review for effectiveness and attainment of objectives.

The position relates to:

- Provost & Vice-President Academic
- Vice Provost Teaching and Learning
- Associate Vice-President SESD
- Other Deans and Associate Deans
- International Office
- Staff, Faculty and Students
- Provincial, national and international nursing organizations
- Regional health authorities, health organizations and other health professions organizations

## **QUALIFICATIONS**

### **EDUCATION**

- An earned doctorate in a health-related discipline
- Candidates must be eligible for registration with the Saskatchewan Registered Nurses' Association

### **LEADERSHIP QUALITIES**

- Outstanding proactive leadership skills, including a commitment to action and a demonstrated ability to inspire and mobilize others
- Commitment to the well-being and academic advancement of students
- Commitment to excellence in nursing scholarship and ability to mentor and encourage faculty in scholarly and professional activity
- Ability to think strategically, and to communicate effectively

## **INTERPERSONAL SKILLS**

- Works effectively with others to build a clear sense of direction and to achieve results within realistic time-frames
- Functions well in a fast-paced, dynamic environment
- Demonstrates excellent listening, oral, and written communication skills
- Demonstrated ability to develop connections among people and ideas, creating a vibrant intellectual environment for students and academic staff
- Is willing to learn and to seek advice from others
- Leads and works as part of a team
- Demonstrates commitment to a collaborative, and collegial management style
- Effectively delegates responsibility
- Persuasive in dealing with diverse constituents
- Evidence of a positive and effective leadership style, including the ability to coach and mentor others
- Resolves conflict through negotiation, mediation, or facilitation
- Encourages the professional development of faculty and staff
- Fosters and promotes research, scholarship, creative activities and professional service.

## **PERSONAL QUALITIES**

- Innovative, intelligent, enthusiastic, energetic, and optimistic but also realistic
- High standards – ethics, integrity, and honesty
- Committed to excellence
- Values transparency and disclosure

## **EXPERIENCE**

- Demonstrated experience in the planning, development and delivery of global health and/or international initiatives
- Demonstrated record of successful innovation in a changing academic environment
- Demonstrated capacity to progress a defined program of research and/or scholarly activity
- Successful record as a leader, manager and mentor
- Experience developing productive, collaborative relationships within and outside the university
- A reputation for credibility, integrity, innovation, vision, cooperation, collegiality, and consultation
- Evidence of contributions to the profession through scholarly works, presentations and research