Appointment of vice-provost and dean, graduate and postdoctoral studies

EXECUTIVE BRIEF

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College of Graduate Studies and Research

The College of Graduate Studies and Research (CGSR) at the University of Saskatchewan (U of S) is essential to the success of graduate and post-doctoral students at our university. As Saskatchewan’s only medical-doctoral university, the U of S plays a key role at home, across Canada and around the world in inspiring and supporting innovation and discovery.

Established in 1946, CGSR provides guidance and administrative oversight for graduate programming, and supports faculty and staff in more than 85 departments across campus. By creating connections across disciplines, and working with faculty and students in any number of subject areas, CGSR is an integral component of our overall success in research and graduate education.

Graduate and post-doctoral students at the U of S now number more than 4,000. Nearly 40 per cent of these are international students, and seven per cent self-declare as Aboriginal. The college works closely with other departments across campus to attract the best and brightest graduate students from all corners of the globe, growing not only our student body but also our collaborative environment, where different perspectives can come together to find new solutions to the world’s most pressing challenges.

In partnership with a variety of stakeholders, CGSR leads graduate program review, the development of new program proposals and revisions, new course approvals and all matters related to graduate and post-doctoral student academic affairs. Through all of that work, our top priority remains our students and their academic success. The 18 staff members in the college support students from recruitment to application and admission to convocation. University-wide scholarships and awards are also managed in the college, including about $17 million from national and international agencies, the Saskatchewan government and donors.

Collaboration is a significant element of the college’s mandate at all levels, as we work together with others across campus to ensure the quality of our programming remains high. Internal alliances are important, and external partners are also fundamental. By forming partnerships with governments, funding agencies and other universities, we’re strengthening our graduate and post-doctoral students’ experience and giving them the best opportunities to succeed.

With a growing graduate and post-doctoral student population, the role of CGSR will only continue to gain importance at the U of S. Our dedicated staff continue to streamline the business processes, improve administrative efficiencies and identify new ways to elevate the experience of our students.
The University of Saskatchewan

The University of Saskatchewan (U of S) is a major research-intensive university and a member of the U15, the top research universities in Canada.

Our main campus, well known for its beauty, is located in the heart of Saskatoon, Saskatchewan, Canada and is home to programs ranging from business, law, and arts and science to engineering, medicine and veterinary medicine, along with many others. Study at the U of S is enhanced by our world-class facilities, including the Canadian Light Source synchrotron, VIDO-InterVac, the Global Institute for Food Security, the Global Institute for Water Security and the Sylvia Fedoruk Centre for Nuclear Innovation.

Due in part to the high quality of research infrastructure, we have six areas of special focus: Aboriginal Peoples, agriculture, energy and mineral resources, animal and human health, synchrotron science and water security. In these signature areas of study, and many others, we have attracted a host of pre-eminent faculty and researchers.

In addition to having the opportunity to work and study at one of Canada’s top research universities, our students, faculty, researchers and staff enjoy a high level of support typical of a smaller university, creating an environment that inspires collaboration, innovation and discovery.

Our population of international students and self-declared Aboriginal students is growing, and we now welcome more than 23,000 students to campus each year. Our diverse community of students, staff and faculty creates an environment where all can feel welcome, and a culture of learning, growth and deeper understanding that extends beyond the classroom. In the spirit of Treaty Six, in whose territory the U of S is located, our vision is to be recognized as a place where many peoples come together to engage in mutually respectful relations and dialogues.

After students’ time on campus is complete, they join an illustrious group of almost 150,000 alumni who are spread across the globe. Our graduates are known for their work ethic, resourceful nature and determination, and will continue to build on our history of success to address the world’s challenges now and in the future.
The position

**PRIMARY PURPOSE OF THE POSITION**

The vice-provost and dean, graduate and postdoctoral studies serves in multiple, sometimes competing, roles. The vice-provost and dean is a member of the senior leadership team of the University of Saskatchewan, the chief academic officer responsible for graduate studies, the chief executive officer of the college, and the primary ambassador for the presence and reputation of graduate studies in the community.

**Senior Leadership**

As one of the most senior leaders in the university, the vice-provost and dean plays a central role in setting strategy and overall direction; advises the president, the provost and other vice-presidents; works collaboratively with and supports other leaders to achieve university goals; uses influence to align graduate studies with university priorities; and models institutional values and competencies.

**Chief Academic and Executive Officer**

The vice-provost and dean, graduate and postdoctoral studies is both the chief academic officer and the chief executive officer. As the chief academic officer, the vice-provost and dean is responsible for education and scholarship, ensuring the quality and integrity in research, teaching, outreach and community engagement, as it relates to graduate studies at the U of S. As the chief executive officer of the college, the vice-provost and dean has, “subject to the authority of the president, general supervision over and direction of the work of the college” according to the University of Saskatchewan Act, 1995 (c.U-6.1, s.75). The vice-provost and dean is the highest-ranking official in the college with responsibility for graduate studies at the institutional level. In this context, this position is accountable for the creation and implementation of strategic plans and directions, including comprehensive budget and financial management to ensure desired outcomes are achieved. To this end, the vice-provost and dean will work closely with a number of other leaders and colleagues across campus, providing leadership and direction to a variety of people outside of the structure of CGSR.

**Primary Ambassador for Graduate Studies**

The vice-provost and dean promotes graduate studies at the U of S through visibility at local, provincial, national or international events that may touch on research, teaching or extension of university outcomes into the community. The vice-provost and dean, in collaboration with senior colleagues, oversees fundraising, communication, and alumni engagement activities, and engages in authentic collaboration and
The position

consultation with internal and external stakeholders of the CGSR and the university.

Major responsibilities

Major responsibilities include: leading the college planning processes (strategic, research, people, fundraising); developing principles and initiatives for Indigenous engagement; managing and providing oversight for the college budget to align with plans; identifying and promoting high standards in education and scholarship which include research, teaching, outreach and community engagement; monitoring and improving performance to ensure outcomes; promoting positive relationships internally and externally; and, identifying and pursuing opportunities to garner financial and other forms of support to enhance the long-term growth and success of education and scholarship through growth and diversification of revenue sources for the college and the university.

To carry out these responsibilities, the vice-provost and dean works with a leadership team that complements his/her strengths to ensure effective outcomes for the college and for graduate studies at the university.

The vice-provost and dean must be able to manage in a highly unionized environment with multiple collective bargaining agreements.

The U of S is committed to diversity with a strategic focus on Aboriginal engagement. The vice-provost and dean will engage with Indigenous communities, appreciate the significance of Indigenous traditions and knowledge, and support the learning, teaching, scholarly activity and research of Aboriginal and non-Aboriginal students, staff and faculty as they work on strategies for reconciliation.

NATURE OF THE WORK

Reporting to the provost and vice-president academic, this position has multiple roles including, but not limited to: contributing to and acting in service of university priorities, including Indigenous engagement; providing academic and executive leadership to all areas of the college; connecting the college and the university to the external community; and, acting as the interface between senior leaders, faculty and staff. The vice-provost and dean functions in a highly demanding environment that requires constant scanning for issues and challenges against multiple priorities and demands on limited resources. Prioritization of time and resources, and leadership of teams to achieve important outcomes, including enhanced research intensity and revenue diversification, are central to the role. The work is of high volume and is complex. Deans are expected to engage in continuous improvement, delegate tasks and decisions, and prioritize the activities that are mission-critical for the university and the college. The capacity to multi-process is required.
Reporting relationships

REPORTS TO:
Provost and Vice-President, Academic

Education

A relevant advanced degree, a strong scholastic and research record and/or practice of professional skills, and progressive experience in an academic (or related) environment with recent experience at a leadership level are required. Demonstrated success in developing a vision and leading people to achieve exemplary performance and outcomes is desirable.
Candidate profile

1. **Academic Experience:** An exemplary record as an educator and researcher. Has a breadth of experience, such as through interdisciplinary collaborations, that has led to a well-informed appreciation of the diversity of disciplines.

2. **Administrative Experience:** Has demonstrated organizational leadership ability within a well-regarded university, and has experience creating relationships outside of traditional authority structures.

3. **Focus on Quality:** High academic standards; a relentless focus on quality. Driven to maintain academic excellence. Values research, teaching and service and the important role each plays within the faculty.

4. **Leadership Abilities:** Highly effective at bringing people together to focus on the vision and strategy of an organization. A positive, enthusiastic and engaging leadership style with a demonstrated ability to lead a broad constituency effectively.

5. **Innovative:** A broad, innovative and creative thinker who is open to new opportunities and ideas. A progressive thinker regarding research, education and learning; understands and promotes new forms of learning.

6. **Collaborative:** Has a demonstrated record of working across academic disciplines in a highly collaborative manner; practices distributed leadership; values expertise from colleagues, empowering and offering ownership in achieving objectives.

7. **External Representation:** Has demonstrated an ability to actively engage with stakeholders in the community, able to promote the value and relevance of the faculty’s mission to external stakeholders. Able to act as a bridge to the community and within the university system.

8. **Learner Centred:** A demonstrated appreciation for students and for the role of a student-focused institution; a real affinity for students and for the elements that contribute to a rewarding campus life.

9. **Resource Development:** Understands the importance of the development of new and enhanced sources of funding for the faculty and is committed to be personally engaged in fundraising activities.
Saskatoon is the biggest city in Saskatchewan, with a population of about 260,000. The U of S sits at the centre of the city on the banks of the South Saskatchewan River.

Saskatoon is well known for many things—its beautiful riverbank and skylines, the many bridges that join the city across the water, its warm and sunny summers and its less-than-warm winters. Luckily, the sun still shines even on the coldest days. In fact, Saskatoon is one of the sunniest cities in Canada. There are year-round festivals, activities and celebrations to take part in, and a blossoming foodie and local shopping scene that has people talking.

The city and the province have seen significant growth in recent years. Though it is getting bigger, it still retains its sense of community. It is a university town, and the university is an important part of what makes Saskatoon so special. Visit saskatoon.ca for more information.

Although the main campus is located in Saskatoon, the U of S is truly the province’s university. Programs and partnerships with other colleges and schools make it easy for students to complete a U of S degree while staying at home in their communities around the province.

The economy of the Saskatoon region has diversified greatly from its resource-based roots. Companies now conduct leading research and manufacture innovative products in a wide variety of industry sectors, from traditional industries such as food processing and manufacturing to growth industries such as biotechnology and value-added agricultural processing. Research and development efforts are active, particularly in the agri-food and biotechnology sectors. This is largely due to the excellent collaboration between the U of S and industry.
For additional information:

**College of Graduate Studies and Research**: usask.ca/cgsr  
**University of Saskatchewan**: usask.ca  
**City of Saskatoon**: saskatoon.ca

To explore this opportunity further, please send your resume in confidence to usask@boyden.com or contact:

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