

### **Associate Dean – FAFU International College (FIC) Faculty of Agriculture**

The Associate Dean (FIC) (also called Dalhousie Vice Dean in the Agreement) is a team builder who will provide vision and encourage innovation within the Faculty. The Associate Dean (FIC) has the primary responsibility for the planning and implementation of the academic programs delivered as part of the FAFU International College as per the formal agreement and will contribute to the building of a community of scholarship within the Faculty at Dalhousie University (DAL) and the International College at Fujian Agriculture and Forestry University (FAFU). The specific and unique nature of the responsibilities of the Associate Dean (FIC) will require regular travel to FAFU, China, with associated stays. The Associate Dean (FIC) is appointed by the President of DAL on the recommendation of the Dean of the Faculty of Agriculture of DAL following a search committee elected in accordance with established Faculty regulations on the appointment of senior administrative positions.

The Associate Dean (FIC) will report to the Dean and will work collaboratively with the Senior Executive team. The Associate Dean (FIC) will meet quarterly with the Associate Dean Academic of the Faculty of Agriculture to ensure program changes and issues are in accordance with Faculty of Agriculture and Dalhousie academic standards and process. As delegated, the Associate Dean (FIC) may act as the Dean/Campus Principal in the Dean/Campus Principal's absence for issues related to the International College. The Associate Dean (FIC) shall normally be appointed for a fixed term of a three-year period, extendable for a second term. It is understood that this is a 100% position, with 80% of the time for the FIC and 20% to teach, conduct research and/or participate in service activities.

#### **Specific Responsibilities:**

##### **1. Facilitating effective teaching and learning within the FAFU International College:**

- in collaboration with the Faculty of Agriculture Associate Dean Academic, direct the development and implementation of the academic plans of the FAFU International College;
- foster innovation in teaching and scholarship at the FAFU International College;
- provide input into the periodic review and updating of the International College's academic mission, goals, and objectives, including their relationship to the University's strategic directions;
- liaise with Faculty of Agriculture International and teaching technology support units (Extended Learning/Educational Technology and Design) to support teaching activities as they relate to the FAFU International College;

- in consultation with Faculty of Agriculture Associate Dean Academic, ensure yearly review and revision, as appropriate, of all aspects of the Faculty programs being delivered at FAFU International College;
- provide direct line supervision to any and all staff hired by Faculty of Agriculture to work as part of the FAFU International College, following Dalhousie Human Resource process;
- perform duties for the Vice-Dean as outlined in Chapter 13 section 13.2 of the Agreement of Collaboration (listed at the end of this doc).

**2. Facilitating academic orientation and support for FAFU International College students:**

- ensure the provision of annual orientation programs to all FAFU International College students regarding curriculum, evaluation methods, program expectations, and academic policies;
- Working with Manager (Academic Administration) and in consultation with Faculty of Agriculture Student Support Unit, ensure the provision of class and personalized orientation to FAFU International College students regarding the University and faculty services available to support them;

**3. Effectively administering Faculty processes which support activities at FAFU International College:**

- work cooperatively with the Dean, Senior Leaders and others to represent the interests of the Faculty and Dalhousie University at FAFU International College and to assist in the development and attainment of Faculty goals;
- work collaboratively with the Director of FAFU International College to ensure that all Dalhousie requirements as laid out in the formal FAFU International College agreement are met and that all financial obligations are covered;
- maintain and promote communication and liaison with individuals, Departments and Units at FAFU International College to ensure optimum function of the Faculty congruent with all Faculty and University policies and regulations;
- oversee/conduct the academic operations of the Faculty as part of the FAFU International College in the following areas: faculty appointments, timetable development and documentation of procedures and documentation of policies required by the University and/or Faculty, student progress reviews, academic outreach activities and other academic processes as required;
- working with the Faculty of Agriculture Associate Dean Academic, ensure overall curriculum, course syllabi, examinations, reporting of exam results, course evaluations, and other academic processes are in accordance with Faculty and Dalhousie requirements and formats;

- engage in Faculty and FAFU International College committee work, as appropriate:
  - a. Faculty of Agriculture Faculty Council
  - b. Dal-FAFU International College Academic Management Committee
  - c. Faculty of Agriculture Academic and Research Planning Committee including relevant sub-committees and working groups
  - d. Faculty of Agriculture Academic Leaders
  - e. Faculty of Agriculture Academic Coordination Committee

also ex-officio member of:

- Faculty Internationalization Committee

**4. Undertake any other appropriate activities as directed by the Dean, as and when required**

**ATTACHMENT**

In the following document: Party A refers to FAFU and Party B refers to Dalhousie Faculty of Agriculture

**13.2 Obligations of Dean and Dalhousie Vice Dean**

A. The Dean is mainly responsible for the following matters of the FAFU-Dal Joint College:

(1) To implement the important decisions of Party A on the development of the FAFU-Dal Joint College.

(2) To implement the important decisions of the Party Committee and the Joint Administrative Committee on the development of the FAFU-Dal Joint College.

(3) To implement all work in accordance with the annual work plan and under the relevant rules and regulations.

(4) To prepare annual budget and submit it to the Joint Administrative Committee for approval and carry out relevant activities within the annual budget approved by the Joint Administrative Committee.

(5) To prepare annual accounting report of the FAFU-Dal Joint College and submit it

to the Joint Administrative Committee for review.

(6) To manage the faculty and staff of Party A at the FAFU-Dal Joint College and evaluate them in accordance with the assessment plan.

(7) To be responsible for teaching management of Party A, day to day logistics management of running the FAFU-Dal Joint College, scientific research activities of Party A and facilitating international exchanges of faculty and students.

(8) To supervise student enrollment publicity, support and student employment in the FAFU-Dal Joint College.

(9) To submit proposals and reports on teaching, faculty capacity, overall management and enrollment to the Joint Administrative Committee and the Academic Committee, to coordinate and organize relevant meetings such as those of the Joint Administrative Committee and the Academic Committee.

(10) Other daily work involving the operation of the FAFU-Dal Joint College.

B. The Vice Dean nominated by Party B is mainly responsible for the following matters of the FAFU-Dal Joint College:

(1) To work with the Dean to implement the resolutions of the Joint Administrative Committee and strengthen communication and cooperation between both parties.

(2) To be responsible for the construction of professional curriculum system invested by Party B and assist the Dean with the localization of Party B's curriculum and teaching in the FAFU-Dal Joint College.

(3) To be responsible for the management and oversight of the introduced courses from Party B, focusing on Party B's curriculum delivery and quality.

(4) To hire, manage, evaluate and serve the teaching staff of Party B working at the FAFU-Dal Joint College.

(5) To organize and coordinate the academic and scientific research work among teaching staff of both parties.

(6) To assist the Dean with international exchanges.

(7) To make suggestions on the development, program setting, teaching and scientific research, enrollment management, etc. of the FAFU-Dal Joint College to the Dean and the Joint Administrative Committee.

(8) To be responsible for putting forward teaching and academic suggestions to the Academic Committee, and managing the teaching and academic work of Party B's faculty.

(9) To be responsible for monitoring and evaluating the learning outcomes of Party B's courses among the FAFU-Dal Joint College students, formulating targeted measures to promote and improve teaching quality.

(10) To participate in other daily work related to the FAFU-Dal Joint College operation.

For greater clarity, the authority of Vice Dean(s) appointed by FAFU to assist the Dean with administrative issues, daily management, or teaching management of the College, shall not interfere with, encumber or usurp the authority and responsibility of the Dalhousie Vice Dean as outlined above.