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|  DALHOUSIE UNIVERSITY FACULTY OF HEALTH Position Description: Director/Assistant Dean | <i>Sponsor:</i> Dean | <i>Approval Date:</i> MAC, March 1994 |
| | <i>Responsible Unit: Human Resources</i> | <i>Amendments:</i> January 1999, 2010 February 2020 |

DIRECTOR/ASSISTANT DEAN

The Director/Assistant Dean is the academic leader and chief administrator of their School/College (unit) and provides academic and administrative leadership within the unit. Within the Faculty of Health, the Director/Assistant Dean of each academic unit is responsible for ensuring high quality research, teaching and administration. The Director/Assistant Dean plays a critical leadership role working toward the unit, Faculty of Health and University strategic goals and missions.

The work of the Director/Assistant Dean must always be carried out collegially and in a manner consistent with the goals of the Faculty and University. Across all stakeholder groups including the public, the Director/Assistant Dean represents the unit, Faculty, and University.

The Director/Assistant Dean reports to the Dean, Faculty of Health.

Academic Leadership

Strong academic leadership is critically important. As the academic leader of the unit, the Director/Assistant Dean:

1. Represents, communicates and promotes the values of the unit, Faculty and University in terms of excellence in teaching, research, professional activity and service. This may be achieved by participating, negotiating, and liaising with pertinent academic, accrediting, licensure and governmental bodies, service agencies, community and professional organizations, and alumni.
2. The Director/Assistant Dean oversees the evaluation of program and other indicators of a unit's performance by:
 - fostering excellence in curriculum planning and development
 - supporting mentorship and professional development activities to ensure faculty and staff have the skills/knowledge to develop, implement and evaluate the academic program(s)
 - ensuring the teaching responsibilities of the academic unit are well planned and regularly evaluated

3. The Director/Assistant Dean promotes career development consistent with the academic and administrative plan of the unit by:
 - facilitating the day-to-day and creative activities of faculty
 - providing mentorship and feedback
 - maintaining appropriate balance in workload assignment
 - supporting reappointment, tenure and promotion as well as successfully transitioning individuals to retirement
4. Works collaboratively with the Dean's Office and other University offices.
5. Models and promotes collegial relationships within the unit and manages conflict when it arises.
6. Remains current with the external professional, social and political environments to ensure curricula and research programs remain relevant and takes proactive leadership initiatives to address environmental trends.
7. Participates in policy development at unit, Faculty and University levels.
8. Ensures compliance with accreditation policies and procedures (in those programs that are accredited) and leads accreditation preparation.
9. Leads the unit to promote student engagement by creating an environment that supports learning and scholarly inquiry.

Administrative Leadership

The effective functioning of the unit depends on strong administrative experience and leadership. As the Administrative leader, the Director/Assistant Dean:

1. Prepares the unit's strategic plan in collaboration with the faculty, staff and other stakeholders in alignment with the Faculty and University strategic priorities.
2. Is responsible for the administrative operation of the unit in terms of budgets, physical facilities and personnel.
3. Significant budgetary, personnel and other related decisions are made in consultation and with the approval of the Dean.

4. Ensures that the faculty and staff resources of the unit are well managed. This includes the effective organization and assignment of work, and administration of pertinent collective agreements and personnel policies by:

Financial

- Preparing the unit budget in collaboration with the Dean
- Ensuring the efficient and equitable use of unit financial resources.
- Fostering and sustaining revenue generating activity consistent with the unit's role and responsibilities and within the policies of the Faculty and University. This may include continuing education programs and other projects directed at fulfilling Faculty or unit priorities.
- Promoting and facilitating, in conjunction with the Dean, the securing of external funds for research and scholarship.

Human Resources (faculty and staff)

- Ensuring effective workforce planning
 - Managing recruitment
 - Managing performance expectations
 - Planning/assigning academic workloads, with the approval of the Dean
 - Supporting career development
 - Leading succession planning and supporting leadership development
5. Allocates space in compliance with University space policy (in consultation with the Dean as appropriate) and ensures a safe and healthy working environment.
 6. Ensures appropriate administrative support for the unit.
 7. As relevant, assumes operational oversight of internal (Dal Health) clinic(s), including, but not limited to, budget, human resources, quality of care, and facilities.

Communication and Representation

1. The Director/Assistant Dean ensures optimum communication is maintained between students and faculty and ensures that student concerns are properly addressed.
2. The Director/Assistant Dean supports the activities of student societies to assist them in achieving their goals.
3. The Director/Assistant Dean fosters and maintains a supportive work environment for faculty and staff
4. The Director/Assistant Dean fosters and maintains good relationships with alumni.

5. The Director/Assistant Dean fosters and maintains good relationships with external agencies and groups and ensures that contractual agreements with external agencies are fulfilled.
6. The Director/Assistant Dean represents the unit on the Faculty of Health Deans Executive Committee as well as on other appropriate committees of the Faculty and the University.
7. The Director/Assistant Dean promotes communication with professional and other organizations to ensure the relevance of education and research programs.

Strategic Leadership

1. Director/Assistant Deans demonstrate leadership and responsibility over targeted Faculty of Health strategic directions by:
 - Supporting the development and implementation of strategic activities to achieve strategic directions
 - Recruiting faculty, staff and student involvement to support implementation of strategic activities
 - Developing methods to evaluate progress toward strategic achievements
 - Reporting on strategic progress in a timely fashion.
2. Works collaboratively with the Executive Director of Planning and Strategy and the Dean regarding strategic initiatives.