

# Academic Dean - 2184

## Job Title

Academic Dean

## Job Type

Permanent Full-time

## Career Level

Management

## Education

Master's Degree

## Category

Management

## Salary Grade

Academic Dean - Class 12

## Job Description

**Interested candidates are instructed NOT to APPLY via this website:**

**Interested candidates are asked to submit a letter of application and curriculum vitae, in strictest confidence, to [adsearch2024@johnabbott.qc.ca](mailto:adsearch2024@johnabbott.qc.ca) before May 20, 2024.**

**IMPORTANT:** Effective as soon as June 17, 2024

**APPLICATION DEADLINE:** May 20, 2024

### **JOB DESCRIPTION:**

If you are looking for an exciting leadership role, where you will work collaboratively to articulate and implement an engaging vision for the future of education, in a beautiful college with a long-standing tradition of success, then this job is for you!

### **THE COLLEGE:**

CEGEP John Abbott College ("JAC") is one of five public English language CEGEPs in Québec. Situated on the western tip of the island of Montréal in Sainte-Anne-de-Bellevue just half an hour from downtown Montréal, JAC enjoys a rural setting on one of the most beautiful and historic campuses in Québec. Primarily serving the Greater Montréal area, it also hosts students from other parts of Québec and the rest of Canada, including Indigenous students. As one of 48 public Québec CEGEPs, JAC offers two types of programs: (i) two-year pre-university programs; and (ii) three-year career programs (designed for the labour market). Over 6,300 students are enrolled in full-time studies with another 2,000+ students in Continuing Education. The College also collaborates in the leadership of three College Centres for the Transfer of Technology (CCTT) in the applied research areas of optics, pharmaceuticals, and artificial intelligence.

At JAC, the collective commitment to student success and life-long learning is of paramount importance. JAC is recognized as a quality learning institution with a strong focus on student wellness and a reputation for excellence. In the post-pandemic educational landscape, JAC is moving forward with innovative teaching, new programs, a stimulating learning environment, dynamic student services and community partnerships. In addition, the College is also focused on the enhancement of the French-language content of its programs as well as giving greater attention to key strategic initiatives, including the areas of mental health; equity, diversity, inclusion, and accessibility; sustainability and climate change; and organizational agility. (John Abbott's Strategic Plan 2020 – 2025)

### **CANDIDATE PROFILE:**

- The ideal candidate will be a committed educator possessing extensive teaching and administrative experience in higher

education. They must also have a clear knowledge of current issues in post-secondary, CEGEP, and English language education.

- They have demonstrated a lifelong commitment to student learning and meeting student needs.
- They must be able to articulate a clear academic vision and develop prioritized action plans that will allow the College to continue its delivery of quality education.
- They will have track records of successful collaborative, empathetic and courageous decision-making. This could imply being successful in fostering community buy-in when difficult decisions are made and ensuring that decisions are based on the needs and wellbeing of all members of the college community, including staff and students.
- The candidate has a solid understanding of and experience working with collective agreements and labour laws. They can make decisions that are accountable and respect these legal boundaries.
- They are able to drive projects, achieve results and meet budget and timeline goals.
- They lead by example, showing a steadfast commitment to the college community and fostering employees' personal growth and success through training and support.
- With proven consensus-building abilities, they will have previously dealt with complex issues and implemented key solutions in a challenging milieu. In a collegial context, it is important to be non-confrontational but clear when handling or involved in conflict situations.
- They will be committed to and have a proven track record in areas of equity, diversity, inclusion, and accessibility, demonstrating an openness to supporting minoritized students and staff and addressing the systemic barriers that they face.
- The candidate possesses the ability for self-reflection and is open to input from other stakeholders at the College, including faculty, staff, and students.
- They will support the special recognition of the College's commitment to Indigenous education and collaboration with Indigenous communities.
- They will have demonstrated experience and commitment to some of the key initiatives highlighted in the [John Abbott College strategic plan](#) (the support of student mental health, addressing the climate crisis, the support of minoritized students and staff in addressing the systemic barriers, and innovative pedagogical approaches).
- A persuasive and collaborative leader, the candidate will have strong listening skills with a demonstrated ability to communicate effectively in an honest and transparent manner. They should be able to create a network of contacts across various disciplines and organizations.

#### **POSITION:**

Reporting to the Director General and the Board of Governors, the Academic Dean is responsible for the quality of education and academic administration of the College. As such, the incumbent's responsibilities encompass the administration of all faculty, staff, and resources committed to teaching and learning. Also under their direction are the development and management of institutional academic policies and instructional programs, as well as the provision of various academic support services including the Library.

**SALARY SCALE:** \$112,680 - \$157,748 (Rates as of 2022-04-01, and based on Scholarship and Experience)

#### **KEY RESPONSIBILITIES:**

- General oversight of the development, evaluation, revision and coordination of all academic programs and policies in-line with ministerial requirements and relevant collective agreements.
- Collaborate with the Director General to lead college operations, working with other members of the Directors' Table, including the Director of Continuing Education.
- Prepare, develop and implement activities in support of JAC's 2020-2025 Strategic Plan.
- Serve as an officer of the Board of Governors.
- Oversee the proper functioning of the Academic Council and various other academic committees, including the Chairs/Coordinators Assembly.
- Manage academic operations including the Deans' Table, personnel, resources and budgets in-line with college priorities and ministerial financial regulations.
- Provide leadership and support for pedagogical innovation, faculty professional development, and the role of our recently renovated Library.
- Support the development of pedagogical and applied research in the College, and in its associated research centres (three CCTTs: Optech, JACOB, CERASP).

- Develop and maintain JAC's academic relationships inside and outside the College.

#### **QUALIFICATIONS:**

- A Master's degree, preferably in a discipline taught at the CEGEP level.
- At least five years of teaching experience in higher education.
- At least three years of experience as a senior administrator in an academic environment.
- Knowledge of the Québec educational system, particularly at the CEGEP or university level would be desired.
- Experience working in a unionized environment is an important asset.
- Excellent communication skills in English and French, both written and oral.

#### **INTERVIEW PROCESS:**

Prior to submitting your application, we would like to provide crucial details regarding the interview process.

To streamline our selection process, interviews for the Academic Dean position are scheduled for a specific date, June 1, 2024. Only selected applicants will be advised of the interview location.

Please ensure your availability on the specified date before submitting your application. We understand that scheduling conflicts may arise, and we appreciate your commitment to making the necessary arrangements to attend the interview if you are shortlisted.

In line with John Abbott College's commitment to equity, diversity, inclusion, and accessibility, qualified candidates from diverse and minoritized groups are encouraged and welcome to apply. We thank all candidates who will submit their resumes for consideration. However, only those candidates selected for an interview will be contacted. The College reserves the right to administer psychometric testing and to evaluate written and oral communication skills in French and in English.

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#### **Organizational Unit**

John Abbott College -> Academic dean 4090

#### **Location**

John Abbott College - Ste-Anne-de-Bellevue, QC H9X 3L9 CA (Primary)

#### **Team**

AD Search

#### **# of Hires Needed**

1

#### **Deadline Date**

5/20/2024