

## Job Description

<b>JOB TITLE:</b>	Faculty Administrative Officer	<b>DATE:</b>	July 1, 2016
<b>REPORTS TO:</b>	Dean of Arts and Executive Officer (for administrative reporting line)		
<b>JOBS REPORTING:</b>			
<b>LOCATION:</b>	Main Campus		
<b>GRADE:</b>	USG 11		
<b>DEPARTMENT:</b>	Dean of Arts		

**PRIMARY PURPOSE:** The Faculty Administrative Officer is a primary advisor to the Dean and academic unit heads and provides administrative management on issues related to faculty members. The incumbent provides confidential counsel, expert advice and support in alignment with the Memorandum of Agreement (MOA), UW policy and practices, and relevant employment standards, employment equity, and immigration legislation. In the absence of the Executive Officer, the Faculty Relations Manager/Governance Officer acts on her/his behalf and makes decisions that are in line with strategy and goals within the Faculty of Arts.

**KEY ACCOUNTABILITIES:**

*Include 3-4 key accountabilities of the role. These key accountabilities should reflect 80%-90% of “what the job does not the “how”.*

<b>1.</b>	<p>Provide leadership and counsel to the Faculty administration (Dean, Associate Deans, Department Chairs, School Directors) in the interpretation and application of the Memorandum of Agreement and UW and Faculty policies, guidelines, and practices in the areas of:</p> <ul style="list-style-type: none"> <li>• Faculty employment and recruitment, with particular attention to issues of employment standards, employment equity, and hiring of foreign nationals;</li> <li>• Faculty employment contracts, including initial appointments, renewals, tenure &amp; promotion, leaves, accommodations, discipline, terminations, retirements;</li> <li>• Annual performance reviews for faculty;</li> <li>• Composition of faculty- and department-level committees (T&amp;P, DTPC, etc.) and appointments to Senate and University committees.</li> </ul>
<b>2.</b>	<p>Provide counsel to the Dean in the areas of:</p> <ul style="list-style-type: none"> <li>• Faculty complement planning, through the preparation of statistical and interpretive reports;</li> <li>• Compensation packages for new faculty, including starting salary, start-up grant (and other research awards), moving expenses;</li> <li>• Salary anomalies and recommended redress, competitive retention offers;</li> <li>• Outstanding Performance Awards, to ensure compliance with requirements (MOA, Section 13);</li> <li>• Issues of terms of employment and labour relations concerns brought to the Dean by individual faculty members and/or by the Faculty Association of UW (FAUW);</li> <li>• Workplace accommodation recommendations from Occupational Health;</li> <li>• Discipline (MOA, Section 8).</li> </ul>
<b>3.</b>	<p>Administrative Management:</p> <ul style="list-style-type: none"> <li>• Responsible for Faculty-level processes for faculty recruitment and appointments (Policy 76), tenure &amp; promotion (Policy 77), official employment files (Policy 75), sabbaticals and other leaves (Policy 3), and annual performance review (MOA), including oversight of work related to these processes done by others in the unit;</li> <li>• Faculty delegate for administration of Faculty Salary Increase (FSI) process;</li> <li>• Management of process for Chair Nomination (Policy 40) and administrative appointments (Associate Deans, program directors, etc.);</li> </ul>

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	<ul style="list-style-type: none"> <li>Responsible for creation of Dean’s monthly report to Senate and oversight of work related to this report done by others in the unit.</li> </ul>
4.	<p>Communication and Liaison:</p> <ul style="list-style-type: none"> <li>On behalf of the Dean, entrusted to communicate with prospective faculty members, faculty members, faculty administrators, and external referees for tenure &amp; promotion;</li> <li>For issues related to faculty employment, Dean’s delegated liaison with Office of the Provost, UARC, Human Resources, Secretariat and Office of General Counsel, and Occupational Health;</li> <li>Draft official correspondence from Dean including probationary renewal letters (member-specific, including areas of concern) and tenure and promotion recommendations, as well as complex and sensitive communications (i.e. notice of investigation that may lead to discipline).</li> </ul>

### POSITION REQUIREMENTS:

*If hiring today, what would be the minimum requirements?*

**Education:** University degree (minimum undergraduate, graduate degree preferred)

**Experience:** Must have experience in roles of progressive responsibility in an academic setting, resulting in a solid understanding of the university’s collegial and complex organizational structure and governance. Demonstrated ability to identify issues of concern and potential concern, and to advise, coach, and manage toward creative and effective solutions. Advanced knowledge of and experience interpreting UW policies, procedures, and guidelines, as well as familiarity with employment standards, employment equity, and immigration of non-Canadians for the purpose of employment are preferred.

**Technical:** Proven ability to work within electronic records systems in an academic setting; familiarity with Peoplesoft Human Resource Management system is preferred.

MS Word	Excel	PowerPoint	Other
Intermediate	Intermediate	Intermediate	Microsoft Access, Intermediate;

### NATURE AND SCOPE:

- Interpersonal Skills:** Executive-level communication skills, both oral and written; ability to initiate, promote, and model collegial, consultative and collaborative interactions; negotiation and conflict management skills; diplomacy, discretion, and sensitivity.
- Level of Responsibility:** Responsible and accountable for the execution of all faculty relations and administrative management as described above, activities that have significant consequence for the Faculty and its members; specialized client service requiring a high degree of independent and proactive work; responsible for directing work of others.
- Decision-Making Authority:** Responsible for decisions related to the execution of faculty employment related policies and procedures .
- Physical and Sensory Demands:** Moderate mental stress and fatigue related to dealing with highly sensitive and confidential matters requiring timely response.
- Working Environment:** Primarily independent, desk-based work, with regular provision of advice and counsel in one-to-one and small group interactions.