

## Job Description



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<b>Job Title:</b>	Faculty Administrative Officer
<b>Department:</b>	Dean of Mathematics
<b>Reports To:</b>	Executive Officer
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 10
<b>Effective Date:</b>	August 1, 2019

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### **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 Administrative Officer acts on her/his behalf and makes decisions that are in line with strategy and goals within the Faculty of Mathematics.

### **Key Accountabilities**

**Provides leadership and counsel to the Faculty administration (Dean, Vice-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:**

- Faculty employment and recruitment, with particular attention to issues of employment standards, employment equity, advertising, and hiring of foreign nationals;
- Faculty employment contracts, including initial appointments, renewals, tenure and promotion, leaves, termination, retirements;
- Annual performance review for faculty
- Composition of faculty- and department-level committees (T&P, DTPC, etc.), and appointments to Senate and University committees.

**Provide counsel to the Dean in the area of:**

- Faculty complement planning, through the preparation of statistical and interpretive reports;
- Compensation packages for new faculty, including starting salary, startUp grant (and other research awards), moving expenses;
- Salary anomalies and recommended redress, competitive retention offers;
- Outstanding Performance Awards, to ensure compliance with requirements (MOA, Section 13);
- Issue of terms of employment and labour relations concerns brought to the Dean by individual faculty members and/or by the Faculty Association or UW (FAUW).

**Administrative Management:**

- Responsible for Faculty-level processes for faculty recruitment and appointments (Policy 76), 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;
- Maintains official employment files (Policy 75) in accordance with UW policies; maintains the faculty data and reports for various individuals which are both internal and external to the Faculty of Mathematics, including Senate; coordinates archiving of faculty files material on termination or

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retirement in accordance to UW policy including oversight of work related to these processes done by others in the unit;

- Responsible for tenure & promotion (Policy 77). Trains and advises departmental administrative staff with regard to pending cases to ensure dossiers are accurate and complete, presented in proper format and in accordance with procedural timetable; organizes membership of Faculty of Mathematics Tenure and Promotion Committee; liaises with external referees; coordinates submissions of tenure and promotion (T&P) briefs for FTPC and the University Tenure & Promotion Committee (UTPC), prepares submission for UTPC, assists Secretariat in establishing tribunals for appeals;
- Management of the Faculty Salary Increase (FSI) process, including guidelines, management of all timelines for rating submission, salary anomalies, outstanding performance awards; enters approved ratings/weights into the salary increase system and produce reports as required;
- Management of process for Chair Nomination (Policy 40) and administrative appointments (Associate Dean, program directors, etc);
- Responsible for creation of Dean's monthly report to Senate and oversight of work related to this report done by others in the unit.

### **Communication and Liaison**

- On behalf of the Dean, entrusted to communicate with prospective faculty members, faculty administrators and external referees for tenure and promotion;
- 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, other faculties and centres (i.e. Institute for Quantum Computing).
- 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).

*\*All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

## **Required Qualifications**

### **Education**

- University degree or equivalent education with several years' experience at the Faculty level.

### **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 organization 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 standard, employment equity, and immigration of non-Canadians for the purpose of employment are preferred.
- Proven ability to manage a large volume of work with conflicting priorities and deadlines.

### **Knowledge/Skills/Abilities**

- Intermediate experience with Outlook, Microsoft Word; advanced experience with Microsoft Excel, including features such as databases.
- Intermediate experience with SharePoint and web content management software.

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### **Nature and Scope**

- **Contacts:** Executive-level communication skills, both oral and written; ability to initiate, promote and model collegial, consultative and collaborative interactions; diplomacy, discretion and sensitivity.
- **Level of Responsibility:** Responsible and accountable for all 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.