

Job Description

Job Title:	Faculty Administrative Officer
Department:	Dean of Science Office
Reports To:	Executive Officer
Jobs Reporting:	Administrative Assistant
Salary Grade:	USG 10
Effective Date:	June 2019

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.

Key Accountabilities

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:

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

Administrative Management

- Manage Faculty-level processes for faculty recruitment and appointments (Policy 76), tenure and promotion (Policy 77), official employment files (Policy 75), sabbaticals and other leaves (Policy 3), and annual performance review (MOA)
- Manage Chair Nomination process (Policy 40) and administrative appointments (Associate Deans, program directors, etc.)
- Prepare Dean's monthly report to Senate.
- Manage faculty on-boarding.
- Serve as Secretary on a number of key Faculty-wide committees, including Full Administrative Committee, Faculty Council, Faculty Tenure and Promotion, Chair Search Committees, Honorary Degrees and Faculty Committee on Student Appeals.

Communication and Liaison

- Communicate with prospective and current faculty members, faculty administrators, and external referees for tenure and promotion, on behalf of the Dean
- Dean's delegated liaison for communicating issues related to faculty employment with Office of the Provost, UARC, Human Resources, Secretariat and Office of General Counsel.
- Draft official correspondence from the Dean including probationary renewal letters and tenure and promotion recommendations, as well as complex and sensitive communications.

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- Liaise with colleagues from other faculties at regularly scheduled meetings to determine practices, recommendations, policy changes and communicates changes to the Departments/Schools within the Faculty of Science.

Human Resource Administration

- Supervise the Administrative Assistant including oversight of performance evaluation and professional development
- Interpret and explain human resource policies, standards/regulations to administrative staff and faculty members within Faculty of Science to ensure consistency with the application of University policy and practice related to hiring faculty and non-faculty positions (i.e. postdoctoral fellows, research associates, visiting scholars).

Counsel to the Dean

- Ensure continuity with the succession of academic administrator every 4-8 years through effective record keeping and internal procedures
- Provide seasoned advice to the Dean and other senior administrators to support strategic initiatives
- Manage the Dean's schedule with respect to meetings, visitors and events

**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

- Bachelors' degree or equivalent education and experience

Experience

- 5-8 years of progressively responsible experience in an academic environment
- Demonstrated experience advising on the interpretation and application of policies and procedures
- Experience with staff management is preferred

Knowledge/Skills/Abilities

- Solid understanding of the university's collegial and complex organizational structure and governance
- Demonstrated ability to identify issues of concern and potential concern, and provide advice on creative and effective solutions
- Ability to manage multiple priorities and competing deadlines
- Tact, judgement, diplomacy and a high level of professionalism are essential
- Excellent interpersonal and communication skills (verbal and written) required
- 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.
- Intermediate skill with Microsoft Word and Excel, Outlook, Adobe, iCIMS, Workday or comparable talent acquisition and human resources information systems

Nature and Scope

- **Contacts:** Internal contacts include Provost's Office, President's Office, Secretariat, Human Resources, Legal Counsel and academic units in Science. External contacts include general correspondence and correspondence with external referees.
- **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

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Faculty and its members; specialized client service requiring a high degree of independent and proactive work with minimal supervision. Responsible for supervision of the Administrative Assistant.

- **Decision-Making Authority:** Responsible for decisions related to the execution of faculty employment related policies and procedures. Decisions related to the performance and evaluation of the Administrative Assistant
- **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.