

## Job Description

---

<b>Job Title:</b>	Director, Office of Academic Integrity
<b>Department:</b>	Office of the Associate Vice-President, Academic
<b>Reports To:</b>	Associate Vice-President, Academic
<b>Jobs Reporting:</b>	Coordinator, Academic Integrity
<b>Salary Grade:</b>	USG 12
<b>Effective Date:</b>	October 2022

---

### **Primary Purpose**

The promotion of academic integrity is a key element of the University's commitment to academic excellence. The Director of the Office of Academic Integrity (OAI) is a thought leader for the University on academic integrity matters. The Director must be dedicated to upholding the values of integrity. They serve as a trusted advisor on such matters, serve as a resource and authority on academic integrity-related issues, and play an important role in upholding the University's reputation. The role includes carrying out relevant research to inform University academic integrity initiatives, building stakeholder support for and coordinating the development of academic integrity programming and initiatives; working with partners (e.g., faculties, GSPA, the Office of Research, to see new programs and initiatives through to successful implementation. The Director role also involves oversight of centrally administered academic integrity programming. The Director collaborates with partners (e.g., Legal and Immigration Services, IST, the Secretariat) in initiatives to defend academic integrity against third party activities that undermine academic integrity efforts. The Director maintains a presence in the national (and ideally international) academic integrity community and relations with academic integrity offices at other universities to share best practices and collaborate in the joint development of resources.

### **Key Accountabilities**

#### **Strategic Direction and Leadership**

- Providing strategic leadership to the Office of Academic Integrity by ensuring that OAI programming is aligned with established best practices in the field
- Working closely with the AVPA and, where appropriate, the AVP GSPA, fostering effective relationships with University leaders (e.g., Associate Provosts, Deans, Associate Deans, Directors of partner units) to facilitate cross-functional initiatives that support academic integrity
- Working with relevant stakeholders in academic faculties and other academic support units (e.g., the Library, Student Success Office, Registrar's Office, Writing and Communication Centre, Centre for Teaching Excellence and Centre for Extended Learning), leading collaborative projects to enhance the range of academic integrity supporting activities on campus
- Within the OAI, developing and implementing strategies for enhancing the campus culture of valuing academic integrity and support for restorative approaches to academic integrity violations that occur

- Leading communication and marketing campaigns to promote academic integrity across campus
- Working with the AVPA and, where appropriate, the AVPGSPA, provide advice to senior leadership on academic integrity issues

### **Management and Oversight**

- Organizing and assigning tasks to OAI staff to deliver academic integrity programming and services efficiently and effectively
- Overseeing the day-to-day operations of the OAI
- Using the supervisory role to create a team atmosphere within the OAI, and engaging in recruitment employee development for the Office
- Implementing and overseeing appropriate indicators (e.g., workload levels, client feedback, other metrics) to guide decisions about program and service delivery
- Oversee, and where appropriate participate in, campus events involving OAI (e.g., orientation, faculty days, special events)
- Develop and recommend an annual budget for the OAI to the AVPA, and work with the Administrative Manager and Assistant to the AVPA to maintain financial records
- Maintains awareness of the role of the Coordinator, Academic Integrity, and covers their duties when necessary (e.g., due to illness, surges in workload, etc.)

### **Research and Program Development**

- Working with academic faculties and other stakeholders, gather relevant data and tracking academic integrity offences and resulting penalties on campus
- Producing research reports for senior leadership on trends discovered in academic integrity issues on campus, with recommendations about how the trends might productively be addressed (e.g., new training materials for instructors or academic integrity officers in faculties)
- Monitoring patterns in academic integrity cases and penalties that may indicate problematic structural biases (with respect to racialization, gender, gender expression, etc.)
- When supported by senior leadership and relevant stakeholders, and working with the Coordinator, Academic Integrity, developing new programs for delivery by the OAI (e.g., graduate-level remedial workshops parallel to the Undergraduate workshops already in place) or materials for delivery by others (e.g., materials for use by instructors)
- Keep up to date on the research literature and monitoring trends with respect to academic integrity and academic misconduct in higher education, and where appropriate contributing to the scholarly literature in the field

### **Liaison and Communications**

- Coordinating the activities of and chairing the meetings for the University's Academic Integrity Advisory Committee (AIAC)
- Representing the University of Waterloo at regional, national, and international professional meetings and conferences, and building strong relationships
- Networking and building strong collaborative relationships with academic integrity offices at comparable universities, including sharing best practices and developing common resources

## Job Description



- Representing the OAI on relevant university committees and groups (e.g., Undergraduate Operations, Graduate Operations, Senate Undergraduate Council, Senate Graduate & Research Council) and strategic projects
- Liaising with student stakeholders, including representatives from WUSA, GSA, and other student groups
- Meeting and consulting as appropriate with Directors and Managers of relevant units on campus (Centre for Teaching Excellence, the Library, AccessAbility, the Student Success Office) and from the academic faculties (e.g., the academic Associate Deans)
- Producing reports, as appropriate, for governance bodies (e.g., Senate and the Board of Governors, the Undergraduate and Graduate Student Relations Committees)
- Collaborating with other relevant units (e.g., Legal and Immigration Services (LIS), IST, the Secretariat) in taking meaningful action against third parties who facilitate cheating by students or other academic integrity violations
- Working with the Coordinator, Academic Integrity and the Communications Associate in the AVPA Office, designing and implementing a communications strategy for the OAI

*\*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**

Since almost all OAI activities depend on buy-in from others (students, faculties, other support units), effective consultation skills and diplomacy are essential. Management experience in a university setting is required, and a record of providing consultative leadership, coaching and effective mentoring of supervisees is desirable. Evidence of relevant research skills (e.g., knowledge of relevant social science methodology) is required; a record of successful implementation of such skills is desirable. Demonstrated ability to serve effectively on cross-functional and multi-disciplinary teams is required, and experience leading such teams is an asset.

### **Education**

- University degree in social sciences, humanities, or another discipline requiring superior communications skills is required. Master's degree is preferred

### **Experience**

- At least five years working in a university in a role that confers substantial understanding of how a university functions. Experience in a role advancing academic integrity is an asset.
- Proven leadership skills particularly around strategic thinking, leading teams, and managing competing priorities; experience with supervision and recruitment
- Management skills including effective leading of a group and mentoring of staff, proven ability to work to deadlines
- Experience with communication and marketing to create and drive campaigns to promote integrity across campus via videos, posters, presentations and social media is preferred

## Job Description



- Superior fact-checking and research skills, including comfort with both quantitative and qualitative data
- A demonstrated record of sound judgment, diplomacy; and an ability to maintain confidentiality are essential
- Superior interpersonal and negotiation skills
- Comfort with public speaking and engaging in consultation work
- Ability to work independently and collaboratively on multiple projects
- Knowledge of University governance, policies, procedures, and guidelines is an asset

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

- Ability to work both independently and collaboratively, and to carry out projects with limited supervision
- Knowledge of relevant social science research methods
- Proficiency with relevant research software (e.g., NVivo), and usual office-related software MS Word, Excel, PowerPoint, Adobe Acrobat
- Familiarity with WCMS

### **Nature and Scope**

- **Contacts:** The Director, OAI works closely with the AVPA, the AVP Graduate Studies and Postdoctoral Affairs, the Associate Deans, Undergraduate and the Associate Deans, Graduate Studies. They interact frequently with staff in many support units including the Centre for Teaching Excellence, Secretariat, Institutional Analysis and Planning, Legal and Immigration Services, the Student Success Office, and the Office of Research, and staff in the academic faculties. They work closely with other units within the Office of the AVPA.
- **Level of Responsibility:** The Director provides strategic leadership advice to the senior leadership of the University via the AVPA (and, often, the AVP GSPA) on academic integrity matters. They bear responsibility for ensuring that the University's Academic Integrity efforts are evidence-based and at the forefront of Canadian Universities.
- **Decision-Making Authority:** The Director has day-to-day management, oversight, budgeting, and updating responsibilities for the operations of the OAI programs and activities. This includes responsibility delegated by the AVPA for limited-scale decisions, often made in conjunction with units like LIS and the Secretariat, about addressing the activities of third parties that have a negative effect on Academic Integrity on campus. The Director influences academic integrity-related decisions of others by offering evidence-based advice.
- **Physical and Sensory Demands:** Minimal demands typical of an executive position within an office environment
- **Working Environment:** Minimal exposure to disagreeable conditions typical of an executive position exposed to stress and pressure associated with executive level responsibilities The Office of the AVPA has partial work-from-home options when these are consistent with the requirements of a staff member's job.