

Job Description

Job Title:	Faculty Relations Manager
Department:	Vice-President Academic & Provost
Reports To:	Executive Officer, Academic
Jobs Reporting:	None
Salary Grade:	USG 10
Effective Date:	July 2018

Primary Purpose

The Faculty Relations Manager is accountable to the Provost for ensuring the accuracy, progression and timeliness of the University's faculty appointment process in hiring the most qualified faculty members. This position is also responsible for the administration of sabbatical and leave of absence applications, administrative appointments and other faculty related procedural matters. Working with a high degree of autonomy s/he serves as the key administrative liaison between the Office of the Vice-President Academic and Provost and the six Faculty Dean's Offices. Relying on relevant policies, procedures and precedents, s/he provides expert advice, support and counsel to the university campus, on these and a range of other administrative matters. The Faculty Relations Manager works closely with the Dean's Assistants and offers leadership and support on special projects and strategic initiatives.

Key Accountabilities

Academic and Administrative Management:

- Manages and facilitates the faculty appointment and reappointment process in a timely manner according to UW's policies, procedures and guidelines for tenured hires, full time/part time probationary hires and definite term hires, ensuring accuracy of the process; ensuring requests and documentation from Faculty Deans is complete and applicable; ensuring completion of the hiring activity and associated records
- Manages and facilitates advertising for all faculty positions through the Canadian Association of University Teachers (CAUT) in keeping with Policy 76
- Processes applications for sabbatical and other leaves for approval by the Provost; ensuring documentation is complete and accurate; calculates and verifies sabbatical leave entitlements for faculty members serving the UW community
- Develops and continuously improves processes and procedures related to faculty for use across faculties to ensure uniform service and quality performance
- Responsible for all University-level processes for faculty recruitment and appointments (Policy 76), employment files (Policy 75), sabbaticals and other leaves (Policy 3), including oversight of work related to these processes done by others in the institution.
- Works closely with the Office of Research to ensure university and government rules and regulations are followed for the recruitment and hiring of Canada Research Chairs, maintaining our high standards of fairness and inclusivity
- Administers the vacation exchange program using stringent guidelines as it affects salaries and pension and cannot be reversed once implemented. Works closely with Human Resources for salary calculations and informs faculty members
- Monitors and processes faculty requests for reduced loads and reduced loads to retirement, adhering to Policy 59 with regards to age, service and length of arrangement.

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- Maintains faculty members files with records of cross appointments and other administrative arrangements as service to the university

Liaison and Reporting:

- Acts as the University resource on all UW policy and procedural matters with respect to faculty advertising, faculty appointments, sabbatical leaves and administrative leaves
- Serves as liaison between the Provost's Office and Dean's Offices on faculty advertising, faculty appointments, faculty leaves, and other procedures related to faculty members using detailed knowledge of the Memorandum of Agreement (MOA)
- Advises, mentors and supports Faculty Dean's assistants on effective and up to date hiring processes and related best practices providing clarity, oversight, training and updates to numerous faculty related procedures
- Serves as liaison between the Provost's Office and the University Appointments Review Committee (UARC); and the Provost's Office and the Immigration Office.
- Maintains records of all academic and administrative appointments and reappointments, faculty rank and status, sabbaticals and other leaves, retirements, resignations, etc.
- Prepares reports to Board of Governors on behalf of the President and the Provost related to tenured hires, leaves and administrative appointments
- Ensures proper documentation is provided to relevant stakeholders to avoid delays in processing
- Serves as secretary to ad hoc committees (scheduling, agendas, minutes and support as required)
- Serves as chair of the Dean's Administrative Group (DAG)

Records and Database:

- Maintains all UW faculty files securely and in accordance with policy and procedures
- Maintains the Provost's Office database for faculty appointments; ensures integrity of data and recommends amendments to the database as appropriate;
- Prepares reports on request of the Vice-President Academic & Provost and the Executive Officer, Academic
- Co-ordinates archiving of faculty file materials on termination or retirement in accordance with UW Policy 13 (Archives) and published procedures;
- Maintains a current listing of all Deans, Associate Deans, Academic Chairs and Directors and respective assistants

Training and Development:

- Develops training material on processes and procedures relevant to all faculty related matters
- Maintains and updates training material in order to provide stakeholders with the most up-to-date material
- Facilitates training sessions and workshops for Deans assistants and Chairs assistants
- Provides training to new Chairs on faculty related processes

Confidential Support:

- Handles confidential materials with discretion throughout faculty-related processes, on matters concerning details for the Provost's discussion and correspondence, and other appropriate issues
- Handles complex and sensitive situations as they arise with speed and discretion
- Provides administrative support to the Vice-President Academic and Provost and the Executive Officer, Academic as required
- Provides back-up support to the office in the absence of the Executive Officer, Academic

Financial Responsibility:

- Responsible for ensuring proper administration and reconciling of Provost Office operating accounts using Unit4
- Responsible for reviewing claims for the Provosts direct reports using Concur

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- Responsible for administering payment for all advertising of faculty positions as per Policy 76 on behalf of the institution

**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 <ul style="list-style-type: none"> • University degree or equivalent experience and education
Experience <ul style="list-style-type: none"> • The incumbent will have thorough knowledge of the university, its policies and procedures as they relate to faculty, and a proven ability to manage large volumes of work, conflicting priorities, and competing deadlines. Excellent communication, problem solving, technical and writing skills. Experience implementing innovative administrative processes. • A minimum of 5 years' experience in an office work environment that includes providing senior executive level support to multiple individuals.
Knowledge/Skills/Abilities <ul style="list-style-type: none"> • Collaborative team player comfortable leading as well as executing and taking constructive input from multiple sources. Ability to provide unobtrusive support to the Provost and the Executive Officer, Academic by earning the trust and confidence of them. Communicates effectively, precisely and professionally with internal and external sources. Ability to manage tight deadlines and stress.
Technical <ul style="list-style-type: none"> • Advanced experience with Microsoft Office programs, SharePoint and Adobe Acrobat Professional. Familiarity with Access would be an asset.

Nature and Scope

- **Contacts:** This is the office of the Vice-President Academic & Provost who is the chief Operating Officer of the University. There is constant contact with individuals at all levels from inside and outside of the University, which may include: federal and provincial government offices, local and national businesses and corporations, senior administrators, faculty, staff, students, and other officers reporting to the Vice-President Academic & Provost. It is important that the Faculty Relations Manager responds in a helpful and timely manner, maintaining professionalism, and strict confidentiality at all times.
- **Level of Responsibility:** The Faculty Relations Manager is responsible for providing support, advice and assistance to the Faculty Deans Offices. The Faculty Relations Manager performs no direct supervision of others. The incumbent will use judgement to assist in the formulation of decisions in a highly confidential environment and will be involved in developing recommendations to settle highly sensitive, confidential matters that are critical to the university.
- **Decision-Making Authority:** The Faculty Relations Manager is expected to be self-directed in executing his/her responsibilities. The role has a mix of defined, specialized, routine, and non-routine tasks and requires sound judgment, tact, and discretion in juggling and executing these responsibilities. The incumbent will make recommendations to the Executive Officer, Academic regarding the execution of his/her responsibilities.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment. This position works independently and collaboratively and requires sound judgment, a strong work ethic and an ability to work under very challenging time constraints with competing priorities. Flexibility in working hours may be required.

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- **Working Environment:** Minimal exposure to disagreeable conditions. There can be a lack of control over work pace due to irregular and/or high volumes of work and multiple and/or tight, unalterable deadlines, and frequent interruptions.