Job Description

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| **Job Title:** | Associate Director, Faculty Relations and Policy Planning |
| **Department:** | Office of Faculty Planning and Policy |
| **Reports To**: | Director, Faculty Relations |
| **Jobs Reporting:** | None |
| **Salary Grade:** | USG 15 |
| **Effective Date:** | January 2025 |

**Primary Purpose**

The newly established Office of the Associate Vice-President, Faculty Planning and Policy supports faculty in delivering on the University's mission. Reporting to the Director, Faculty Relations, the Associate Director, Faculty Relations and Policy Planning works with University administration, including decision-makers, faculties, and support units, to provide guidance on the interpretation of policies, procedures, and guidelines. This role acts as a resource to University administration, advising on best practices, risk mitigation, and providing support on cases. It also conceptualizes, researches, develops, and recommends policy options, including assisting with the development of new policies, procedures, and guidelines to address emerging areas of concern. Utilizing an awareness of University and societal concerns, expertise in policy interpretation, and strong relationship-building skills, this position ensures that University decision-makers are supported and that practices under policies, procedures, and guidelines are sound.

**Key Accountabilities**

**Faculty Relations**

- Providing strategic advice, expertise, and guidance to University and Faculty Leadership on a wide range of matters, including recruitment processes, academic job postings, employment agreements, tenure and promotion, and sabbaticals.
- Demonstrate an ability to interpret and advise on key faculty related policies and agreements, such as:
    - Policy 3 – Sabbatical and Other Leaves for Faculty
    - Policy 8 – Freedom of Expression
    - Policy 33 – Ethical Behaviour
    - Policy 34 – Health, Safety and Environment (particularly allegations of workplace harassment)
    - Policy 42 – Prevention of and Response to Sexual Violence and Protocol and Procedures
    - Policy 49 – Extra University Activity
    - Policy 59 – Reduced Workload to Retirement
    - Policy 69 – Conflict of Interest
    - Policy 76 – Faculty Appointments
    - Policy 77 – Tenure and Promotion for Faculty Members
    - Memorandum of Agreement FAUW/UW,

  and others.
- Assist with the drafting of correspondence and official documents related to complex cases.
- Ensure that decision-makers have access to and utilize specialized resources on campus related to particular campus community concerns (i.e., sexual violence, racism, trauma-informed processes).

- Receive feedback from University administrators on gaps in policy, and concerns related to existing policies, procedures, guidelines and practices, making informed recommendations on paths towards improvement.
- Report on specific concerns indicative of high risk through the chain of authority.

**Policy Planning and Renewal**

On behalf of administration:

- Review draft policies and policy revisions prepared by Policy Drafting Committees (PDCs), drawing attention to inconsistencies, areas of risk, areas that require further discussion, areas that will require operationalization, and connection to other existing policies.
- Combine environmental knowledge with contextual awareness of policy dynamics to support policy development.
- Develop and evaluate policy requirements, determining their potential impact and providing recommendations to senior management.
- Provide support for administration related to policy development processes by identifying, formulating and recommending approaches to policy drafting and policy amendments, preparing and supporting the delivery of detailed implementation plans (considering University history, strategies and the management of risk) as requested.
- Investigate areas of concern as raised by senior administration and report on findings.
- Produce timely, high quality, plain-language memoranda, reports, guidance, and tools to assist with policy-based initiatives.
- Update senior administration on the work of PDCs and other policy work as requested and where confidentiality requirements do not prevent the same.
- Advise administration on appropriate administrative appointments to PDCs and joint appointment committees.
- Attend meetings as required to support senior administration on policy work, receiving input from University community members and preparing senior administration to respond.
- Provide advice to faculties and academic support units on their own policies, procedures and practices to ensure that they are consistent with best practices across the University.
- Assist with the drafting of correspondence and official documents related to faculty and support unit policies, procedures and practices.
- Undertake professional development to remain current on issues pertaining to responsibilities.
- Keep abreast of new legislation, regulations with Legal & Immigration Services

**Miscellaneous**

- May be called upon to provide support to special projects as assigned by the AVP, FPP or the Director, Faculty Relations.

**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**

- Undergraduate Degree required; preference in Human Resources and/or Industrial Relations
- Graduate Degree or other professional designation preferred, such as MHRM or MIRHR, and/or CHRP or CHRL

**Experience**

- At least 6 years' experience demonstrating knowledge of policy development, implementation and interpretation, analytical abilities to research complex issues, and the ability to evaluate and recommend policy options.
- Experience in an academic setting is preferred.

**Knowledge/Skills/Abilities**

- Thorough knowledge of University policies and procedures
- Thorough understanding of employment law requirements
- Demonstrated experience with policy development
- Demonstrated ability to manage highly confidential and sensitive personal information with the utmost discretion
- Proven ability to manage large volumes of work, conflicting priorities and competing deadlines
- Must be an exceptional communicator, both orally and in writing
- Must have a clear focus on relationship management and must be particularly sensitive to relationship management when dealing with senior administration
- Proven ability to take initiative and be both creative and flexible
- Strong organizational and time management skills, and sound judgment
- Demonstrated research, analytical and problem-solving skills
- Ability to consider the needs of diverse communities, building consensus on contentious/complex issues
- Ability to effectively lead and collaborate across departments, establishing priorities
- Demonstrated awareness and understanding of equity, diversity, inclusiveness, intersectionality, racism, colonialism, ablism, marginalization and imbalance of power
- Demonstrated ability to exercise mature judgment, diplomacy and discretion
- Advanced Microsoft Office skills

**Nature and Scope**

- **Contacts:** Internally communicate with senior university administrators and their staff. Maintains effective working relationships within an environment that is sensitive and where work is necessarily carried out with discretion requiring conscientiousness and trustworthiness.
- **Level of Responsibility:** this position represents a key relationship within the Office of Faculty Planning and Policy. The incumbent will be involved in the development of policy recommendations and faculty life cycle processes that require discretion and confidentiality.
- **Decision-Making Authority:** This position uses discretionary authority to use good judgment to make sound decisions and provide strategic advice on all matters relating to their portfolio which includes exercise of judgment and discretion consistent with the range of responsibilities and accountabilities outlined above.
- **Physical and Sensory Demands**: This position requires routine physical activity most of the time. The incumbent is frequently required to sit for extended periods of time at a desk and on the computer while preparing reports, documents and minutes. Manual dexterity is required for extended periods of computer work. This position requires regular mental and visual concentration while working on the computer, writing and reviewing documents for details and accuracy. Visual strain may result from these activities. Listening concentration is required to respond to requests for information
- **Working Environment:** Exposure to disagreeable conditions based on sensitive matters with respect to faculty, students and staff