Job Description

Job Title:	Faculty and Academic Life Officer
Department:	Office of the Associate Vice-President, Faculty and Academic Life
Reports To:	Director, Faculty Relations
Jobs Reporting:	None
Salary Grade:	USG 9
Effective Date:	December 2025

Primary Purpose

The Faculty and Academic Life Officer provides high-level administrative leadership, operational and project support to the Office of the Associate Vice-President, Faculty and Academic Life. This role is responsible for coordinating faculty relations initiatives and projects, managing communications, overseeing administrative processes governed by Policy 76 and 77, and supporting senior leadership in institutional priorities. The Faculty and Academic Life Officer plays a key role in ensuring the smooth operation of executive functions and procedures and the successful delivery of key initiatives and projects aligned with the University's academic mission.

Key Accountabilities

Support and Leadership

- Supports the Associate Vice-President, Faculty and Academic Life (AVPFAL) and Director, Faculty Relations in coordinating and overseeing faculty relations initiatives and special projects, including the support and implementation of the Faculty Lifecycle Information System, leading the organization of the annual New Faculty Orientation events and stewarding the administration and co-ordination of all processes of the annual University Tenure, Permanence and Promotion Committee meeting.
- Responsible for overseeing and coordinating the administrative processes of the University Administrative Review Committee, the University Professor award administrative process and drafting letters to faculty and reports to Senate and the Board of Governors for the President's approval following the annual University Tenure, Permanence and Promotion Committee. Professional writing skills and attention to detail are essential in this position.
- Provides in-depth knowledge and administrative support on university policies related to faculty appointments, promotions, tenure and compliance with HR and legislative requirements.
- Assists the AVPFAL and Director, Faculty Relations with the management of confidential files, internal correspondence, issue escalation and resolution. Maintains high level of oversight of confidential documentation, scheduling meetings in accordance with the MOA and action and deadline tracking.
- Liaises with President and Provost's office and campus support units to support and lead in the planning and implementation of collaborative projects (ie., University Professors award luncheon/New Faculty Orientation).
- Ensures strong working knowledge of university policies, governance structures and compliance expectations, acts as a trusted resource to internal and external stakeholders (attends FRC and various working groups as a resource/notetaker for the Office of the AVPFAL.)
- Provides record keeping guidance and serves as an information custodian by ensuring faculty-related documentation, records and data management adhere to Policy 45 and university standards.

- Supports strategic faculty relations initiatives, such as streamlining workflows, implementing record keeping changes or improving systems (e.g., SharePoint, Faculty Lifecycle Information System).
- Acts as a resource for guidance materials for faculty relations processes. Promotes continuous improvement, operational efficiency and service-oriented administrative culture.
- Conducts special project research and creates reports when directed by the AVPFAL and Director, Faculty Relations.

Administrative Support and Information Management

- Provides executive level administrative support to senior leaders of the Associate Vice President, Faculty and Academic Life.
- Conducts thorough research and analysis to support the AVPFAL and Director, Faculty Relations in strategic decision-making and project planning. Provides project-level support and guidance for reporting to senior leadership.
- Provides administrative support with in-depth knowledge and management of a high volume of files and various matters and ensures the effective management of confidential and highly sensitive information.
- Coordinates complex calendars, meetings and logistics for meetings, events and University processes such as the University Tenure, Permanence and Promotion Committee Meeting and New Faculty Orientation
- Prepares briefing materials, creates reports and presentations for meetings with internal and external stakeholders. (ie., Board and Senate reports on behalf of President re UTPPC, draft annual report to Senate for Chair of UARC and annually create and administer the Call for Nominations for University Professor).
- Ensures AVPFAL website is up to date with accurate committee membership information.
- Supports the AVPFAL and Director, Faculty Relations in the administration of faculty grievance processes under the MOA and Policy 33 and any University Tenure, Permanence and Promotion Appeal process by maintaining accurate confidential records. Responsible for tracking each stage of a grievance, appeal or arbitration process, and using best practices to maintain and update the AVPFAL tracking system. This requires adherence and awareness of timelines, due dates and strict confidentiality. Required to co-ordinate confidential and decision making documents with high-level stakeholders, including LIS and faculty deans and administrators.
- Attends policy development working groups with the AVPFAL to record notes and maintain an accurate summary archive.
- Supports the documentation and management of governance processes and maintains strong knowledge of the MOA.
- Supports AVPFAL by ensuring timely access to accurate information and documentation.

Communication & Stakeholder Engagement

- Assists in drafting internal and external communications, including announcements, updates, briefing notes, and formal correspondence.
- Provides leadership on New Faculty Orientation Events and heads the New Faculty Orientation Committee. Responsible for managing and delegating various processes to ensure a successful event.
- Supports the coordination and execution of key events, meetings, and workshops hosted by the AVPFAL.
- Collaborates with communications staff to ensure event logistics and communications align with university standards.

- Acts as a point of contact for inquiries related to hiring, tenure and promotion, ensuring professionalism, discretion and responsiveness.
- Leverages extensive contacts and relationships across campus to solve problems, gather data and ensure administrative and faculty life cycle initiatives are successful.

Records & Information Management

- Oversees and maintains digital filing systems which include confidential faculty matters and grievances, policy development files, historic University Tenure Permanence and Promotion records and University Appointment Review records, and provide leadership in the maintenance the faculty lifecycle information system. Implement administrative and reporting systems and record structures including work processes and procedures.
- Ensures accurate archiving of project documentation, agreements and reports.
- Maintains a strong knowledge base of university policies, procedures and guidelines, resources and services, developing and fostering strong and constructive working relationships with senior leadership.

Strategic Coordination

- Manages faculty relations initiatives and governance processes including tenure and promotion and committee workflows, co-ordinate with all six faculties to maintain up-to-date UARC membership and lead in the co-ordination with faculties of appointing external faculty members to a faculty's annual FTPPC, in accordance with Policy 77.
- Facilitates faculty related projects such as policy updates and MOA updates.
- Maintains strong working relationships with internal stakeholders during faculty search, hiring and onboarding processes.

Special Projects and Continuous Improvement

- Supports strategic faculty relations initiatives, streamlining appointment workflows and improving systems and content management.
- Act as a trusted resource to internal and external stakeholders for guidance materials in faculty relations processes and policy support, ensuring strong working knowledge of university policies, governance structures and compliance expectations.
- Recommends changes/improvements and follows through to implementation of record keeping systems, with attention to detail and efficiency.

Required Qualifications

Education

- University undergraduate degree preferred, or equivalent combination of education and experience including several years of increasing responsibilities and administrative experience and leadership in an academic setting.

Experience

- Extensive experience (6 to 10 years) supporting and implementing innovative administrative processes, including executive administration, strategic coordination, and project management to enable effective decision-making and organizational success.
- Experience in supporting C-suite executives.
- Experience with process and project development with an eye to continuous improvement after implementation.

Knowledge/Skills/Abilities

- Advanced knowledge of and experience interpreting University policies, procedures and guidelines
- Strong project management skills and demonstrated ability to manage a large number of matters, conflicting priorities, and competing deadlines.
- Strong organizational and analytical skills in the gathering and manipulation of data.

- Ability to quickly assimilate information, analyze data and be able to provide advice guidance and make sound decisions
- Must demonstrate outstanding leadership and management skills and be an accomplished problem solver, demonstrating the ability to make independent decisions
- Sound judgment and diplomacy are essential
- Demonstrated ability to manage highly confidential and sensitive personal information with the utmost discretion
- 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
- Demonstrated ability to exercise mature judgment, diplomacy and discretion
- High ethical standards with a strong commitment to maintain confidentiality and treat sensitive information with discretion
- Demonstrated flexibility and adapt readily and effectively to changing and urgent demands
- Strong technical aptitude and proficiency in a Microsoft Office Environment

Nature and Scope

- **Contacts:** Regular communication with with senior admistrative leaders and their staff, Deans, Executive Officers, FAUW representatives and external stakeholders. 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 supports the Associate Vice-President, Faculty Planning and Policy and the Director, Faculty Relations and reports directly to the Director, Faculty Relations.
- **Decision-Making Authority:** Significant level of responsibility and accountability to provide guidance and problem-solving support to the senior members of the AVPFPP on administrative issues involving strategic and operational matters, which may include interpretation of guidelines, policies, and/or procedures or which may require decisions for which no known precedent exists. Often manages highly confidential faculty related issues and procedures. The Office of the AVPFPP manages highly complex and sensitive matters and the encumbant must use professional dignity and consistency in providing strategic advisory support. Repsonsible for decisions related to deliverables for assigned projects and facilitating project decisions throughout the project life cycle to achieve successful deliverables.
- **Physical and Sensory Demands**: This position requires exemplary customer service, sound judgment, strong worth ethic, calm demeanor, ability to work under very tight and challenging time constraints, constant interruptions and competing priorities. This position requires a high mental and visual concentration while working at the computer for extended lengths of time maintaining a high attention to detail, 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**.**

**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.