

Job Description



Job Title:	Director, Faculty Relations
Department:	Office of the Vice-President, Academic and Provost
Reports To:	Associate Vice-President, Faculty Planning and Policy
Jobs Reporting:	Faculty Relations Coordinator
Salary Grade:	USG 16
Effective Date:	October 2023

Primary Purpose

Reporting to the Associate Vice-President, Faculty Planning and Policy, the Director, Faculty Relations is responsible for providing advice, guidance and support on collegial processes and academic recruitment. The Director, Faculty Relations is accountable for providing strategic advice and guidance to University and Faculty Leadership on matters relating to academic employment. The position is also responsible for analyzing trends in and establishing best practices for faculty relations issues and providing expertise and guidance to University Leadership and decision-makers in matters of faculty discipline, grievances, arbitrations. The Director, Faculty Relations is the University lead for faculty compensation negotiations, FAUW Memorandum of Agreement (MOA) interpretation, application, and compliance.

Key Accountabilities

Academic Recruitment, Employment, Tenure and Promotion

- Provides advice, expertise and guidance on a wide range of matters, including: recruitment processes, academic job postings, employment agreements, tenure and promotion, and sabbaticals
- Liaises with the University Tenure and Promotion Committee on behalf of the AVP, Faculty Planning and Policy and provides expert advice for decision making.

Compensation Negotiations

- Provides professional advice and support with respect to the official interpretation, application and administration of the Faculty MOA, employment legislation and University policy
- Leads in supporting and is the primary contact for Faculty contract and compensation negotiations
- Reviews, assesses, and evaluates the impact of changes to the Faculty MOA and employment legislation, including recommending and leading the implementation of appropriate action for resolution of potential issues

Grievances, Arbitration and Dispute Resolution

- Independently develops appropriate negotiating strategies and advises University leadership on a variety of issues including policy and MOA interpretation and disputes
- Establishes best practices for faculty relations issues pertaining to grievance/arbitration and investigates alternate approaches to conflict resolution and problem-solving methodologies
- Liaises with legal counsel, as appropriate and as directed, to identify options for resolution of issues and disputes and guides University leadership through the resolution process
- Provides guidance to University Leadership on the appropriateness of faculty disciplinary and non-disciplinary actions

Job Description



- Provides expert advice in grievance investigations and monitors grievance activity to identify underlying issues

Communication

- Serves as the principal resource for University Leadership, Deans, Chairs, and employees working with Faculty in responding to questions and queries distinct to Faculty and their role at the University
- Responsible for preparing reports and communication on faculty relations matters
- Performs routine updates as required under the Faculty MOA and communicates with the Faculty Association and other campus stakeholders
- Analyzes existing policies and guidelines on a wide range of academic matters related to academic policy in order to make recommendations for and support the development of new and revisions of existing policies and guidelines
- Works in partnership with the Office of the Provost, Legal and Immigration Services, Secretariat, and Human Resources to ensure that faculty relations activities are coordinated and escalated to University Leadership as required

Training and Development

- Develops and delivers programming and resource materials for Faculty, Academic Administrators, and Staff pertaining to academic processes and the academic life cycle
- Provides expert advice and guidance with respect to interpretation and application of the MOA to ensure a positive work environment is maintained; and preserves a positive working relationship with the Faculty Association of the University of Waterloo (FAUW) and other related units

Committees

- Responsible for supporting the Associate Vice-President's committee work where it intersects with the Faculty MOA
- Leads and serves on University Committees as appropriate

**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

Required:

- University degree (Business Administration, Industrial Relations or Human Resources) or equivalent work experience in a related field

Strongly Preferred:

- Master's degree or LLB with specialization in Labour Law

Experience

- 8-10 years of progressive executive level experience in the post-secondary sector, a strong background in Faculty/Labour Relations with extensive experience managing collective agreements, academic processes and the academic life cycle
- Significant experience managing and developing staff

Knowledge/Skills/Abilities

- Significant exposure to academic life cycle processes
- Outstanding communication skills for negotiating and resolving conflict with high levels of tact and diplomacy

Job Description



- Demonstrated ability in the areas of compensation negotiations, arbitration and labour dispute
- Significant exposure to conflict and human rights, dispute resolution, policy development and demonstrated experience with ADR techniques
- Sound judgement and excellent decision-making skills
- Ability to build and foster relationships with employee group representatives and management stakeholders
- Depth of knowledge of grievance and arbitration processes

Nature and Scope

- **Contacts:** Internally communicates with University Leadership, senior leaders, faculty and staff to assist in settling highly sensitive matters for the organization. This position will have contact externally with professional, community and government organizations, and agencies. Will be involved in developing recommendations to settle highly sensitive, confidential matters that are critical to the deliverables of the University of Waterloo.
- **Level of Responsibility:** This position is responsible and accountable for the negotiation and interpretation of the Faculty MOA and conflict resolution including arbitration and grievances; may represent the University externally i.e., human rights, dispute resolution, arbitration. The Director, Faculty Relations is expected to ameliorate relationships within their area.
- **Decision-Making Authority:** The Director, Faculty Relations, is expected for the most part to be self-directed in responding to faculty relations issues. Any operational changes with regards to dispute resolution must be referred to the AVP, Faculty Planning and Policy to determine whether the matter has to go before Committee or Senior Leadership.
- **Physical and Sensory Demands:** Minimal demands typical of a position operating within an office environment.
- **Working Environment:** The faculty relations component of this role involves extreme psychological risk resulting from unavoidable exposure to disagreeable or uncomfortable environmental conditions. It may include exposure to emotionally disturbing experiences and/or interactions with members of the UWaterloo community who are upset, angry, abusive, aggressive, unstable or unpredictable and may have unusual hours or schedules (to accommodate negotiations outside regular business hours).