

## Job Description



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<b>Job Title:</b>	Faculty Relations Coordinator
<b>Department:</b>	Associate Vice-President, Faculty Planning & Policy
<b>Reports To:</b>	Director, Faculty Relations
<b>Jobs Reporting:</b>	None
<b>Salary Grade:</b>	USG 8
<b>Effective Date:</b>	June 2024

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### **Primary Purpose**

The Faculty Relations Coordinator is accountable to the Director, Faculty Relations 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 they serve as the administrative liaison between the Office of the AVP, Faculty Planning and Policy and the six Faculty Dean's Offices. Relying on relevant policies, procedures and precedents, they provide advice and support on these and a range of other administrative matters. The Coordinator works closely with the Deans' Faculty Relations Officers and Executive Officers and offers support on special projects and strategic initiatives.

This position is an integral component of a highly collaborative team. The incumbent demonstrates initiative, personal accountability, outstanding time management skills and excellent judgment in prioritizing duties, responsibilities, tasks, and projects to ensure accurate and timely completion. The incumbent also welcomes and fosters a collaborative work environment with all staff with a high level of precision, demonstrating attention to detail, efficiency, and a commitment to excellent client service. Professional writing skills and attention to detail are essential to this position.

### **Key Accountabilities**

#### **1. 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
- 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/AVP, Faculty Planning and Policy; ensuring documentation is complete and accurate; calculates and verifies sabbatical leave entitlements for faculty members serving the UW community
- In collaboration with the Director, Faculty Relations develops and continuously improves processes and procedures related to faculty for use across faculties to ensure uniform service and quality performance
- 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
- 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.
- Maintains faculty member files with records of cross appointments and other administrative arrangements as service to the university
- Supports the University Tenure and Promotion and Committee preparing applicants' files and reports to Senate and the Board of Governors
- Serves as the lead organizer for the annual New Faculty Orientation for the University

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<p><b>2. Liaison and Reporting:</b></p> <ul style="list-style-type: none"><li>• Serves as liaison between the Office of the AVP, Faculty Planning and Policy and Deans' Offices on faculty advertising, faculty appointments, faculty leaves, and other procedures related to faculty members using detailed knowledge of the Memorandum of Agreement (MOA)</li><li>• Advises and supports Faculty Deans' assistants on effective and up to date hiring processes and related best practices providing clarity, oversight, training and updates to numerous faculty related procedures</li><li>• Maintains records of all academic and administrative appointments and reappointments, faculty rank and status, sabbaticals and other leaves, retirements, resignations, etc.</li><li>• Prepares reports to Board of Governors on behalf of the Provost related to leaves</li><li>• Ensures proper documentation is provided to relevant stakeholders to avoid delays in processing</li><li>• Serves as a resource to the chair of the Deans' Administrative Group (DAG)</li></ul>
<p><b>3. Records and Database:</b></p> <ul style="list-style-type: none"><li>• Maintains all UW faculty files securely and in accordance with policy and procedures.</li><li>• Maintains the faculty hiring database for faculty appointments; ensures integrity of data and recommends amendments to the database as appropriate</li><li>• Maintains a current listing of all Deans, Associate Deans, Academic Chairs and Directors and respective assistants</li><li>• Serves as a resource in the transition to an institutional new Faculty Information System</li></ul>
<p><b>4. Confidential Support:</b></p> <ul style="list-style-type: none"><li>• Handles confidential materials with discretion throughout faculty-related processes</li></ul>
<p><b>5. Financial Responsibility:</b></p> <ul style="list-style-type: none"><li>• Responsible for administering payment for advertising of faculty positions as per Policy 76 using a P-card</li></ul>

## Required Qualifications

<p><b>Education</b></p> <ul style="list-style-type: none"><li>• University degree or equivalent experience and education</li></ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• A minimum of 3-5 years' experience in an office work environment that includes providing senior executive level support to multiple individuals.</li></ul>
<p><b>Knowledge/Skills/Abilities</b></p> <ul style="list-style-type: none"><li>• Collaborative team player comfortable leading as well as executing and taking constructive input from multiple sources</li><li>• Ability to provide support to the Faculty Relations and Executive Officers in the Faculties by earning the trust and confidence of them</li><li>• Communicates effectively, precisely, and professionally with internal and external sources</li><li>• Ability to manage tight deadlines and stress</li><li>• Demonstrated outstanding interpersonal and relationship-building skills, tact, judgment and diplomacy and positive and helpful attitude.</li><li>• Demonstrated ability to take initiative and work independently in a fast-paced and challenging environment.</li><li>• Organizational and planning skills, with ability to think logically and to anticipate issues.</li></ul>

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- Independent judgment in areas of time management and task prioritization.
- Ability to balance competing demands on tight deadlines within a results-oriented environment.
- Demonstrated experience with filing systems and ability to manage large files, including requesting, indexing and organizing documents with unwavering attention to detail.
- Demonstrated ability to effectively handle large volumes of work; ability to calculate procedural timelines and ensure adherence to same.
- Familiarity with UW policies, guidelines, and procedures.
- Ability to handle confidential materials with discretion.

### **Technical**

- Advanced experience with Microsoft Office programs, SharePoint, and Adobe Acrobat Professional. Familiarity with Access would be an asset. Experience with client management systems would be an asset.

### **Nature and Scope**

- **Contacts:**  
Communicates with the Senior Leadership team of the University, including vice-president academic & provost, Faculty deans and regularly communicates with the Faculty Relation and Executive Officers in the six Faculties. Interacts for the purpose of receiving instruction, scheduling or information gathering or sharing with the leadership team, Faculty deans and other senior administrators.
- **Level of Responsibility:**  
The Faculty Relations Coordinator is responsible for providing support, advice and assistance to the Faculty Deans Offices. The Faculty Relations Coordinator performs no direct supervision of others.
- **Decision-Making Authority:**  
The Faculty Relations Coordinator is expected to be self-directed in executing their 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 Director, Faculty Relations regarding the execution of their 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.
- **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.