



We seek outstanding individuals to join our dedicated administrative team. Become a part of our diverse Loyalist team, creating brighter futures, greater prospects and endless possibilities!

TITLE:	Academic Chair	POSTING DATE:	December 18, 2017
LOCATION:	Main Campus, Belleville	CLOSING DATE:	Posted until filled
DIVISION/DEPARTMENT:	School of Media, Business, Access and Continuing Education	START DATE:	January, 2018
CLASSIFICATION:	Administration	COMPETITION:	ADM17-08N

ACADEMIC CHAIR:

Working collaboratively with the Dean, Faculty and Staff, the Academic Chair is accountable for providing academic leadership and management of the school’s day-to-day operations. The incumbent, in collaboration with the Dean, and other College Service Departments, contributes to the development of capital plans, school, and the academic leadership team portfolio objectives. Through proactive planning, engagement mentoring, and communication, the Chair models the college core values.

RESPONSIBILITIES:

- Works collaboratively with the Dean, faculty and staff in the development of goals and objectives in accordance with the School’s strategic direction and operational planning process
- Ensures course/program standards adhere to/exceed quality assurance standards
- Approves all course outlines and minor curriculum changes facilitated through the semester curriculum verification process
- Consults with to the Dean in relation to existing and/or prospective articulation and transfer agreements related to the school
- Analyzes and responds to KPI data and other feedback to address the School’s commitment to applied learning, student success and satisfaction and graduate placement
- Accountable for effective recruitment, selection, orientation, evaluation, training, management and development of other than full time faculty (part-time, partial load and sessional) and program support staff within the School
- Implements a system of regular and on-going classroom observation of teaching performance in support of the faculty evaluation and development processes
- Works collaboratively with all parties to facilitate the development of Standard Workload Forms and other than full time contracts in accordance with the academic planning cycle and the School’s enrolment plan

- Responsible for coordinating the development and ongoing monitoring of the School budget, and enrolment reports to analyze monthly activity and trends, and manage variances
- Plans the effective procurement and allocation strategies for both financial and physical resources
- Works with Program Coordinators and/or staff to manage the operation of ancillary business (eg. clinics, business ventures, international field trips, etc.) ensuring adherence to college policies and procedures
- Works with College Service Departments to proactively plan, acquire, and maintain program capital equipment
- Responsible for proactively addressing health and safety and ergonomic needs of faculty, staff and students to ensure issues are appropriately resolved and that safety procedures are enforced in compliance with the Occupational Health and Safety Act

QUALIFICATIONS:

- Completion of a 4-year degree in education, leadership, or a related professional discipline relevant to the School of Media, Arts, Business and Continuing Education, is required; a graduate degree in any of these areas is preferred
- Three (3) to five (5) years' of progressive leadership experience combined with professional experience in a related field, preferably in postsecondary education
- Demonstrated knowledge of curriculum development processes
- Demonstrated experience in budgeting development and monitoring
- Advanced strategic thinking knowledge and skill, negotiation and analytical skills
- Experience supervising staff within a unionized environment, including conflict resolution
- Demonstrated experience in conducting educational and market research
- Strong project management skills
- Collaborative leadership style
- Superior verbal and written communication skills with the ability to synthesize data and present in all formats
- A high degree of initiative, follow through, accuracy and attention to detail
- Competent use of technology (Microsoft Office)

TO APPLY: Applications **must** be submitted **quoting the competition # ADM17-08N in the email subject line.** Please send a covering letter and a resume in MS Word or PDF format to:

Human Resources
E-mail: humanr@loyalistc.on.ca

In support of a diverse and inclusive college community, Loyalist College encourages applications from women, persons with disabilities, racial/visible minorities, and indigenous persons. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), Loyalist College is committed to accommodating applicants with disabilities throughout the hiring process. At any stage of the hiring process, Human Resources Services will work with applicants requesting accommodation.

Please note: Following an offer of employment, candidates with Canadian credentials will be required to provide official transcripts from the granting educational institution(s). Those candidates with international credentials must provide World Education Services (WES) www.wes.org/ca evaluation (at their own cost) confirming Canadian equivalency of their credentials.

We thank all applicants, however, only those selected for an interview will be contacted