ASSOCIATE VICE-PROVOST (FACULTY)

Reporting Relationship

The Associate Vice-Provost (Faculty) is a senior academic administrator with University-wide responsibilities. Reporting to the Vice-Provost, Faculty this role will provide critical support across essential parts of the portfolio, including all aspects of the undergraduate academic experience, faculty professional and leadership development, community engagement, and oversight of partnerships with Mohawk College and Six Nations Polytechnic.

Recognizing that teaching and learning are inextricably linked and that senior administrative portfolios will overlap in critical areas, the offices of the Associate Vice-Provost (Faculty), the Associate Vice-President (Students and Learning), and Vice-Provost (Teaching and Learning) are expected to form a close partnership, under the direction of the Provost, to support a holistic and sustainable approach to education at McMaster. When matters arise that affect the quality of education at all levels, the AVP (Faculty) will co-ordinate with the Vice-Provost and Dean of Graduate Studies. For faculty who are in need of training in order to advance pedagogical innovation in experiential learning, community engagement, and development of other high impact educational practices, these offices are expected to work in coordinated fashion with Faculty deans to meet these demands.

Duties and Responsibilities

The Associate Vice-Provost will provide assistance to Faculties and faculty members in their efforts to improve the undergraduate academic experience, particularly in areas advancing interdisciplinarity, community engagement, experiential learning, educational access, equity and inclusion, and academic integrity. This role will support the development and implementation of new initiatives associated with various working groups internal to the university such as (ad hoc Committee on Academic Structure for Student Success, Committee on Programming in the Arts and Science Faculties and other relevant pan-university committees) as well as external, municipal and/or provincially led groups; assist with co-ordination of policies and practices with respect to undergraduate and continuing education, collaborative educational programs and all matters requiring coordination between undergraduate and other educational programs and credentialing opportunities.

The Associate Vice-Provost (Faculty) is expected to facilitate the expansion of those opportunities for faculty professional and leadership development at each stage of the academic life span—pre-tenure/pre-permanence; mid-career; approaching retirement—that can best be approached centrally. Such support will include a review of existing policies and procedures and the development and implementation of new guidelines and processes where necessary to ensure that equity and inclusion inform all initiatives. Specific efforts in the training of faculty in recruitment, retention (including family friendly policies), Tenure & Promotion and Career Progress/Merit will be coordinated with the Associate Vice-President (Equity and Inclusion).
The Associate Vice-Provost is also expected to take a lead in defining, coordinating, tagging, and tracking experiential learning opportunities, as well as providing critical training in these areas, in collaboration with various campus stakeholders. In addition, the role is expected to engage with the Office of Community Engagement and the Network of Community Campus partners in support of all aspects of community engagement, as outlined in its strategic plan, as well as recognizing (and managing) where opportunities for experiential learning may overlap with these interests.

The Associate Vice-Provost will serve as Designate for the Vice Provost (Faculty) as needed, in the capacity of Chair or Member of various committees, governance and advisory bodies (where permitted by terms of reference), both internal and external to the university, and will support the development of faculty members, participating in the interview process during campus recruitment exercises and designing and delivering workshops and other forms of training in these interests.

Term of Appointment

The position of Associate Vice-Provost (Faculty) is appointment, following approval by the Senate and Board of Governors, for 3 year term.