

## **Associate Vice Provost, Academic Planning, Policy & Faculty**

The office of the Vice-Provost (Academic Planning, Policy & Faculty) encompasses a wide range of responsibilities related to the professional support and development of Western's faculty, librarians and clinical academics. We support Deans as they plan for inclusive excellence and innovation in teaching and research across the eleven Faculties at Western. We advise academic leaders and administrative staff in the implementation of the UWOPA and UWOPA-LA Collective Agreements as well as the Conditions of Appointment for Physicians. We develop training for academic leaders and staff around collective agreement matters as well as other topics relevant to professional development. We work with other Vice-Provosts' and Vice-Presidents' groups, including Academic, Human Resources, International, Indigenous Initiatives, Institutional Planning and Budgeting, Research and the School of Graduate and Postdoctoral Studies on shared initiatives and innovations in our research and teaching culture. Finally, we are periodically responsible for the negotiation of new Collective Agreements.

Reporting to the Vice-Provost, the Associate Vice-Provost will play a leadership role in an evolving team, providing support to core elements of the mission while helping shape the strategic evolution of the portfolio. Responsibilities will include, but are not limited to:

- the review and approval of all plans to advertise for faculty appointments, including attention to planned strategy to ensure diversity in the applicant pool
- the review and approval of all letters of appointment to faculty positions prior to Provost's signature
- the review and approval of alternative workload and reduced responsibility arrangements
- the analysis of intended phased retirement offers
- meeting, as the Vice-Provost's delegate, with external reviewers of academic units at the time of leadership selection and engagement in the IQAP review of graduate programs and undergraduate programs as a resource to address faculty complement questions relevant to program review
- collaboration in the organization and content for two annual half-day retreats (fall and winter) and a 1.5 day off-site conference for academic leaders

The Associate Vice-Provost will also engage in project-based, non-routine or ad hoc work based on areas of interest or expertise. Examples include, but are not limited to, policy development and implementation relating to:

- Western's CRC Equity, Diversity and Inclusion Plan
- the intersection of academic and donor matters
- provincial data and metrics initiatives via the Ontario Council of Academic Vice- Presidents (OCAV) Data Steering Committee and the OCAV Data Exchange

The initial appointment is for a 5-year term commencing July 1, 2021.

Candidates must hold a current academic appointment at Western at the rank of Associate Professor or Full Professor with tenure. The successful candidate will have some combination of:

- Effective problem-solving and communication skills
- Demonstrated ability to work collaboratively
- Facility with detailed policy work and familiarity with collective agreement processes
- Active engagement with and knowledge of EDID issues
- Exposure to and interest in a variety of Faculty research and teaching cultures
- The desire and ability to listen to and learn from our diverse constituencies.

Interested candidates should send a letter of application outlining their interest in the position along with a copy of their cv and the names of two referees in confidence to Margaret McGlynn, Vice-Provost, Academic Planning, Policy and Faculty at [mmcglynn@uwo.ca](mailto:mmcglynn@uwo.ca) by May 10, 2021.

*Positions are subject to budget approval. Applicants should have fluent written and oral communication skills in English. The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups, Indigenous peoples, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.*

*Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Heather Skilling at [hskillin@uwo.ca](mailto:hskillin@uwo.ca) or 519-850-2900.*

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