



POSITION DESCRIPTION

Position Title: Academic Chair - Brandon
Division: School of Nursing
Classification: Excluded
Supervisor's Title: Associate Dean, School of Nursing

POSITION SUMMARY

The Academic Chair is a key leadership position within Assiniboine College. The Chair ensures that the college provides an integrated learning experience that is valued by students, enhances their success and prepares them for their future. With a focus on exceptional learning experiences, the Chair is responsible for the program's day-to-day operations including hiring, managing and developing faculty and staff, overseeing curriculum processes, working collaboratively with the Associate Dean and others on academic processes such as program reviews, program development, capital planning and budget. The Academic Chair in Winnipeg oversees the day-to-day operations at Assiniboine College's Winnipeg location.

PRIMARY RESPONSIBILITIES

Lead Faculty

- Provide day-to-day guidance and coaching to faculty on teaching and learning and other academic matters
- Lead faculty hiring, onboarding, and performance management
- Provide day-to-day supervision and direction on administrative matters to faculty and staff
- Facilitate faculty participation in program management, and faculty contribution to school and college wide academic and professional matters
- Ensure academic and non-academic policies are applied and interpreted appropriately by faculty
- Cultivate learning communities within program areas
- Facilitate faculty development, and credential/skill attainment relevant to their teaching positions
- Plan/approve faculty professional development plans
- Manage employee leaves
- Manage and report faculty contact hours/ workloads as per policy
- Coach faculty in policy requirements, (including health and safety regulations)
- Conduct formal performance reviews, providing formative and summative feedback
- Create staffing plans, including succession planning
- Resolve disputes as per policy

Manage Students

- Provide academic advising when needed
- Resolve academic issues with students, such as transfer requests, PLAR, and individual timetable issues
- Manage or resolve disputes as per policy
- Use student learning contracts and/or student behaviour contracts
- Manage student retention / success programs
- Collaborate with Student Success Advisors on managing students at risk
- Liaise with sponsors
- Oversee the provision of student accommodations
- Involve others when needed, such as SSAs, Behavioural Intervention Team (BIT), Dean, or Security

- Ensure students understand the College of Licenced Practical Nurses of Manitoba (CLPNM) regulatory obligations of the student and the Licenced Practical Nurse (LPN) in Manitoba, including the requirements for application to the CLPNM registers as SPN, GPN, and LPN
- Ensure students are informed of academic policies, which impact their program of study, including professional suitability, academic and disciplinary appeals, and student conduct, behaviour, and discipline

Manage Programs

- Manage enrolment in programs and courses
- Involve faculty
- Timetable courses
- Schedule faculty
- Ensure appropriate work placements for students
- Manage different modes of delivery (i.e. workplace, contract, distance, rotating, day)
- Ensure adherence to health and safety regulations
- Conduct investigations and participate in decision-making using policy
- Identify potential applied research opportunities
- Supervise research practices, including student research undertaken in their classes (i.e. animal care, time, ethics)
- Collaborate on effective use of facilities and technology for teaching and learning
- Manage program equipment and disposable inventories
- Manage partnerships

Manage Quality

- Facilitate program reviews as per policy
- Manage program accreditation processes, and articulation and transfer requirements
- Making recommendations on admissions policy and calendar changes
- Lead course and program changes, seeking appropriate approvals
- Guide curriculum development and managing curriculum assets
- Approving course outlines as per college standards
- Contribute to Program Advisory Committee functions (PACs)
- Prepare program proposals

Manage Change

- Develop and maintain operational plans for all programs
- Lead change initiatives, such as those associated with academic plan and indigenization strategy
- Lead new program development
- Apply changes management practices
- Develop and oversee program and course renewal

Manage Finances

- Supervise day-to-day financial operations
- Develop and oversee program budgets
- Create multi-year budgets, including capital budgets, as per operational plans
- Cultivate new business development including contract training, international, and cost-recovery activities
- Provide financial reports and project revenue as required
- Demonstrate effective financial decision making
- Oversee budget expenditures
- Develop financial and program proposals for contract training
- Procure resources as per policy

Academic leadership and collegial activities

- Collaborate with other departments/ services to monitor and meet strategic enrollment targets
- Participate in academic appeals as a committee member or as party
- Contribute to academic committees and projects
- Contribute to college-wide strategies related to academic and non-academic matters
- Participating in policy development and renewal

Manage Student Recruitment

- Participate in selection process
- Meeting with potential students through information sessions and other means
- Provide academic advising when needed
- Review scholarship applications
- Liaise with sponsors
- Schedule Spend-a-Day visits
- Participate in open house plans and activities
- Fulfill partnership agreements for community outreach
- Participating in college events
- Promote Assiniboine College and its programs
- Contribute to marketing literature
- Manage technical information on program pages
- Lead program information presentations

Professional Competencies & Development

- Maintain membership in professional associations as required
- Actively cultivate professional networks in post-secondary community as well as occupational areas
- Attend workshops & conferences
- Update credentials as required
- Participate in college-identified training
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Demonstrate Job Specific Knowledge

- Collective agreement
- Government and external regulations (e.g. OFC and Apprenticeship)
- Program requirements of funders
- Health and safety requirements for staff and students
- Internal academic policies and processes including student conduct, appeals, evaluation and progression, academic integrity
- Operational knowledge of college systems (Colleague, Ad Astra, Shared Drive, Outlook)
- Emergency response

Required Personal Skills

- Demonstrate resiliency and confidence
- Practice entrepreneurship
- Lead others
- Use excellent communication skills (i.e. written, oral, technical)
- Manage own time and time of others
- Manage effective meetings
- Supervise faculty and staff
- Manage and resolve conflict
- Think critically and creatively
- Build relationships

- Demonstrate financial stewardship
- Prioritize tasks
- Collaborate with others and Support colleagues
- Demonstrate Emotional Intelligence
- Make decisions and solve problems
- Be Passionate, Take Initiative, Deliver Results
- Be ethical
- Manage and lead change
- Manage directives
- Display a sense of humour

Key Relationships

Staff Positions Directly Supervised	<u>Various</u>
Staff Positions Indirectly Supervised	<u>Various</u>

Other Key Relationships:

KNOWLEDGE, SKILLS, ABILITIES, OTHER

- Knowledge of Canadian post-secondary college trends, developments, and directions.
- Establish and maintain effective working relationships both within the college, and with externals.
- Outstanding interpersonal, communication, presentation, influencing, and negotiation skills including the ability to develop and promote close and effective internal and external work relationships.
- High-level analytical skills together with the capacity to evaluate situations make decisions and consult with others to inform, facilitate and expedite decision-making.
- Ability to use the computer system designed for Assiniboine, including word processing and budget analysis.
- Strong financial and budgetary skills.
- Analytical decision-making skills, flexibility and attention to detail.

Qualifications:

- Hold current registration and be in good standing with their Manitoba-based regulatory body and appropriate nursing credential, a relevant degree (Masters preferred), and current nursing experience
- Adhere to the regulatory body's professional ethics and practice standards of the nursing profession
- Knowledge of and be committed to the spirit of the Truth and Reconciliation Calls to Action
- Expert knowledge of the nursing industry trends, developments, and initiatives
- Thorough knowledge of the health care system with a broad knowledge base of the diverse specialty areas in nursing.
- Current with trends in the health care sector and provide expertise and advice to partners, colleagues, and students to facilitate quality programming and an evidence-informed curriculum.
- Strategic and operational planning, programming, and budgeting experience.

Employee's Signature

Date

Supervisor's Signature

Date