



ASSOCIATE DEAN of Faculty and Academic Affairs – Technical Programs and Continuing Education

Champlain College Lennoxville is seeking to hire a person to fill the position of Associate Dean of Faculty and Academic Affairs – Technical Programs and Continuing Education.

Position: Permanent, full-time

Location: 2580, rue College, Sherbrooke (Québec) J1M 2K3

THE POSITION

Reporting to and working closely with the Director of Constituent College and Studies, and working in close cooperation with the local management team, the incumbent is responsible for the planning, development and sound management of academic programs, teaching personnel and pedagogy under their area of responsibility. The incumbent shall oversee many facets of daily academic operations at Champlain Lennoxville and strive to ensure the achievement of the highest standard of excellence in all its academic endeavours

MAIN RESPONSIBILITIES

- Ensures consistent implementation of the College's mission, vision and values statement, of academic policies and bylaws, and of ministerial requirements;
- Participates in the selection and orientation of new teachers;
- Participates in the various bodies of the constituent college such as the Commission of Studies and other relevant committees, attends relevant internal and external meetings, and may represent the constituent college on external bodies;
- Collaborates in the development and revision of constituent college and college-wide academic policies and procedures as required;
- Receives, answers and follows up on requests and complaints dealing with academic matters from students, parents, government agencies and other members of the community for those programs and areas of responsibility which are under the Associate Dean's auspices;
- Implements the relevant collective agreements and decrees as applicable and participates in labour relations committees;
- Participates in the development and implementation of the annual operating plan for the constituent college and Champlain Regional Colleg;
- Ensures that program committees or departments under the Associate Dean's areas of responsibility provide annual reports of their activities and prepare annual work plans, and provides oversight and support for the implementation of said work plans;
- Develops, promotes and monitors initiatives to enhance student success, notably those identified in the Student Success Plan;

- Contributes to the implementation of the Institutional Policy on the Evaluation of Student Achievement (IPESA) and Institutional Policy on the Management of Academic Programs (IPMAP), notably supporting the evaluation, revision and implementation of programs, working closely with the Coordinator of pedagogical and institutional development, Director of Studies, Registrar, HR Manager and, in the case of the IPMAP, with the Program Coordinators;
- Ensures appropriate institutional record-keeping under the rules of the College's Conservation Calendar for academic affairs and documentation related to extenuating student files (such as Academic integrity);
- Conducts faculty evaluations;
- Contributes to the development and the annual production of the academic calendar (for example: program and course offerings);
- Oversees the operational aspects of regular day technical academic programs including teaching personnel and pedagogy and coordinates and manages all credit and non-credit courses of Continuing Education;
- Develops and oversees DEC-BAC agreements;
- Directs and develops auto-financing Continuing Education offerings including needs assessment, planning, marketing and negotiates related contracts;
- Manages the teaching E-envelope for Continuing education and optimizes the use of the *enveloppe regionale* for Continuing Education;
- Develops services to Business and Industry under Continuing Education;
- Identifies and evaluates potential sources of revenue, develops service proposals to ensure revenues are generated to support the overall activities of the constituent college;
- In conjunction with the Director of Studies and the Coordinator of pedagogical and institutional development, ensures that the IPMAP is implemented and revised at regular intervals and provides leadership to this ends;
- Represents the College with external stakeholders, as assigned (for example: *Commission des affaires de formation continue*)
- Perform other related tasks as assigned by the Director of Constituent College and Studies.

SKILLS REQUIRED

- Demonstrated academic leadership and interpersonal skills with the ability to build consensus.
- Effective communication skills in both English and French.
- Thorough knowledge of the CEGEP system.
- Competency in a computerized environment.

REQUIRED QUALIFICATIONS

Education and experience

- Undergraduate degree or equivalent years of schooling in an appropriate area of specialization;
- Must possess five (5) years of relevant work experience, including teaching or professional experience at the CEGEP level and previous managerial experience;
- Experience in curriculum design and assessment as well as in pedagogical development.

SALARY

According to the provisions of the *Règlement déterminant les conditions de travail des cadres des cégeps* for a Class 7 position, the salary range is between \$84,101 and \$112,133. (salary range under review management position)



HOW TO APPLY

Please submit your curriculum vitae and cover letter to: selectioncommittee@crcmail.net

N.B. Candidates will be required to submit to selection tests. Only candidates selected for an interview will be contacted. Champlain College Lennoxville is an Equal Opportunity Employer and invites candidates to identify themselves as members of a group covered by the Act Respecting Equal Access to Employment in Public Bodies.

Champlain College Lennoxville, hires on the basis of merit and is strongly committed to equity, diversity and inclusiveness within its community. We welcome applications from racialized persons/ visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

START DATE:	As soon as possible
DATE OF POSTING:	June 3rd, 2025
CLOSING DATE OF POSTING:	June 17th, 2025