



# POSTING

**LEN-23-24-C-01**

## POSITION

Champlain Regional College is seeking the services of an **ASSOCIATE DEAN of FACULTY & ACADEMIC AFFAIRS – Technical Programs & Continuing Education** (regular and continuing education) to work on a temporary full-time basis at its constituent college Champlain-Lennoxville. This is a replacement contract for a duration of 8 to 12 months, with possibility of an extension.

## FUNCTIONS

Reporting to and working closely with the Director of the Constituent College and working in close cooperation with the local management team, the incumbent Associate Dean 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 strives to ensure the achievement of the highest standard of excellence in all its academic endeavours.

Specifically, the Associate Dean of Faculty and Academic Affairs – Technical Programs & Continuing Education:

- Ensures consistent implementation of the College's mission, vision and values statement, of academic policies and bylaws, of ministerial requirements and of local decisions;
- Participates in the selection and orientation of new teachers;
- Participates in the various bodies of the College such as the Commission of Studies and other relevant committees of the College, attends relevant internal and external meetings, and may represent Champlain-Lennoxville 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 parents, students, 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 local and college-wide operating plans;

- 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 the Institutional Policy on the Management of Programs (IPMAP), notably supporting the evaluation, revision and implementation of programs, working closely with the Registrar, HR Manager and Coordinators (IPMAP);
- Ensures appropriate institutional record-keeping under the rules of the College's Conservation Calendar for academic affairs and documentation related to extenuating student files (i.e. Academic integrity);
- Conducts faculty evaluations;
- Contributes to the development and the annual production of the academic calendar (i.e.: 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 regional envelope for Continuing Education;
- Develops services to Business & 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 Champlain-Lennoxville;
- In conjunction with the Director of Constituent College, ensures that the Institutional Policy on the Management of Programs (IPMAP) is implemented and revised at regular intervals and provides leadership to this end;
- Represents the College with external stakeholders, as assigned (i.e.: *Commission des affaires de formation continue*);
- Performs other related tasks as assigned by the Director of Constituent College.

## QUALIFICATIONS

<b>Education</b>	Undergraduate degree or equivalent years of schooling in an appropriate area of specialization.
<b>Experience</b>	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

**Other** 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.

**ANTICIPATED START DATE** As soon as possible

**DATE OF POSTING** Thursday, August 1, 2024

**CLOSING DATE FOR POSTING** Wednesday, August 14, 2024

**SALARY RANGE** Commensurate with qualifications and experience in accordance with the Policy for Management Staff within the scales decreed by the Ministry for Class 7, from \$84,101 to \$112,133 per annum.

**IN ACCORDANCE WITH COLLEGE POLICY, NOTICE IS HEREBY GIVEN THAT THE ABOVE MENTIONED POSITION IS NOW OPEN**

Please submit your curriculum vitae to: [selectioncommittee@crcmail.net](mailto:selectioncommittee@crcmail.net)

*N.B. Candidates may be required to submit to selection tests.  
Only candidates selected for an interview will be contacted.*

***Champlain Regional College is an equal opportunity employer and invites candidates to signify their belonging to groups targeted by the Act respecting equal access to employment in public bodies***