



Deputy Vice Chancellor and Principal (Okanagan campus)

The University of British Columbia

GENERAL

The Deputy Vice Chancellor and Principal (the DVC) reports to the President and provides strategic leadership to the Okanagan campus to accomplish the vision, commitments, goals, and actions as set out in the University's strategic plan, *Place and Promise: The UBC Plan*.

As an integral member of the University's senior leadership team, the DVC will support the Board of Governors in exercising their governance responsibilities and work collaboratively with leadership and management across the University, and with key external stakeholders, to enhance the student learning and research achievement on the Okanagan campus.

Specifically, the DVC has leadership responsibility for the Okanagan campus. The DVC is driven by strong personal values, including integrity, openness, honesty and transparency, intercultural sensitivity, inclusiveness, and a caring and respectful approach to all interpersonal relationships.

Building a collaborative team that is clear about its role in supporting the University's achievement of its strategic goals will be critical to the overall success of this position.

SPECIFIC RESPONSIBILITIES

1.0 Governance

- Supports the President and colleagues on the UBC system leadership team in providing information, counsel and support to the Board of Governors and its committees in order to enable them to effectively fulfill their governance responsibilities.

2.0 UBC System Leadership

- Functions as a key member of the University's senior leadership team, which has collective responsibility for achieving the vision, commitments and goals established in *Place and Promise: The UBC Plan*.
- Is responsible for the planning, development, administration and integrity of the academic initiatives of the Okanagan campus.
- Works closely with the senior leadership team at the Okanagan campus to achieve the goals of the campus.
- Establishes and fosters effective relationships and collaborations at all levels, internally and externally.

3.0 Strategic and Annual Plans

- In the context of UBC's strategic plan and in collaboration with all the constituent elements of the University that have an interest in the Okanagan campus, including the Aboriginal communities, [formulates and recommends to the President a strategic plan that articulates a future vision, goals and actions.
- Identifies critical issues that must be addressed in order to realize the vision and achieve the goals and objectives, and sets out strategies to address those issues.



- Ensures there is an annual operating plan that sets out specific goals and strategies for each fiscal year, aligned with the campus budget as agreed by the Executive.

4.0 Annual Objectives for the DVC

- In the context of UBC's strategic and operating plans, recommends to the President annual personal performance objectives for the DVC; reports formally on progress against those objectives annually.
- Conducts a parallel performance management process with those who directly report to the DVC.

5.0 Academic and Research

- Through the Provost and Vice Principal, Academic and Research, ensures that:
 - there is a strategy in place that supports the achievement of the strategic goals and objectives of the University and defines special areas of excellence and focus for the Okanagan campus, addressing in particular the Aboriginal Engagement commitment in *Place and Promise: The UBC Plan*;
 - the strategy is being implemented in a manner that enables the achievement of the articulated goals and actions for the academic and research enterprise at the Okanagan campus;
 - the strategy effectively engages and capitalizes on the resources across the campus in the execution of the program, particularly those within the faculties; and liaises with colleagues on the Vancouver campus as appropriate;
 - the Okanagan campus promotes, develops and maintains the highest standards of teaching and learning, and research excellence by:
 - facilitating the recruitment of outstanding students, faculty and staff;
 - providing leadership in the coordination, development and assessment of academic programs to maintain the highest standards of excellence in delivering undergraduate, graduate and professional education;
 - promoting equity and intercultural understanding throughout the academic units of the campus;
 - setting the highest academic standards for tenure and promotion;
 - facilitating the development of information technology and library systems that will support learning and research excellence;
 - providing leadership and support for key campus-wide learning initiatives; and
 - an interactive and consultative communications process within and between academic units and with the University as a whole is established.

6.0 Administration and Finance

- Through the Associate Vice President, ensures that:
 - there is a strategy in place that supports the achievement of the strategic goals and objectives of the University;
 - the strategy is being implemented in a manner that enables the achievement of the articulated goals and actions for the administration and finance operations of the campus;



- the strategy effectively engages and capitalizes on the resources across the campus in the execution of the program, particularly those within the faculties and units;
- the budget, which is firewalled from the Vancouver campus budget, is structurally balanced and aligned with *Place and Promise* and the academic strategic plan; and
- Supply Management, which is a system function, operates fair purchasing practices, reviews and recommends changes to the supply chain to encourage savings and utilize UBC's total purchasing power.

7.0 Students

- Through the Associate Vice President, ensures that:
 - there is a strategy in place that supports the achievement of the strategic goals and objectives of the University;
 - the strategy is being implemented in a manner that enables the achievement of the articulated goals and actions for the student initiatives at the Okanagan campus;
 - the strategy effectively engages and capitalizes on the resources across the University in the execution of the program, particularly those within the faculties and units;
 - a transformative student experience, including student life opportunities, is provided; and
 - the recruitment of outstanding undergraduate and graduate students, including international students is facilitated.

8.0 Vancouver Collaboration

- Working with the President and the Vice Presidents for the Vancouver campus, establishes objectives, policies, plans, and budgets for the Okanagan campus.
- Ensures continued collaboration between the two campuses as it relates to other UBC constituents who have system wide responsibility for specific administrative functions.

9.0 Organization and Management of Staff

- Ensures an effective organizational structure for the Okanagan campus that reflects operational needs and prescribes the authority and responsibilities of staff as they relate to the accomplishment of specific objectives and priorities.
- Fosters a highly productive and rewarding work environment for all employees through effective selection of staff, development, motivation, and performance feedback.

10.0 Human Resources Leadership

- Provides strong and effective leadership to the staff of the Okanagan campus in order to capitalize on their full potential.
- Communicates, motivates, guides, and directs all those involved to contribute fully to the realization of the campus' strategic and operational goals and actions.
- Maintains high visibility among the members of the team and fosters engaged two-way communications with staff members.
- In collaboration with the Associate Vice President, Human Resources, ensures that:



- there is a human resources strategy in place for the campus that supports the achievement of the strategic goals and actions of the University;
- the strategy is being implemented in a manner that enables the achievement of the articulated goals and actions for the portfolio; and
- the strategy effectively engages resources across the University in the execution of the program, particularly those within the faculties and departments.

11.0 Financial and Administrative Management

- Ensures the effective utilization of the financial resources allocated to the Okanagan campus within the established objectives, policies, plans and budgets.

12.0 Internal and External Relationships

- Works in close collaboration with the University’s Board of Governors and committee members, the President, the other Vice Presidents, other leaders and committees within the University to ensure the objectives of the University are met.
- Initiates and continues to strengthen ties and establish a positive profile for the University both internally and in the community.
- Spearheads Okanagan based fundraising and alumni engagement effort in support of the UBC campaign, in close collaboration with the VP Development and Alumni Engagement.
- Works closely with donors, government, community, business leaders and other partners to ensure that the University’s mandate of becoming an essential part of the community’s social and economic well-being is met.

13.0 Trends in Portfolio and Educational Institutions

- Ensures the campus is kept apprised of trends in higher education and their impact on the campus.
- Keeps abreast of developments in a dual campus system.

14.0 Other Responsibilities

- Carries out other responsibilities as assigned by the President.

REPORTING RELATIONSHIPS

Reports Directly to	President and Vice-Chancellor
Direct Reports	Provost and Vice Principal, Academic and Research Associate Vice President, Administration and Finance Associate Vice President, Students Director, Development and Advancement Director, IT, Media and Classroom Services Director, Alumni and University Relations



Secondary Reports

Associate Vice President, Campus and Community Planning
Managing Director, Infrastructure Development
Associate Vice President and Registrar, Enrolment services
Managing Director, Student Housing and Hospitality Services

Works Closely With

Board of Governors
Board Committees
Provost and Vice President Academic
Vice President, Finance, Resources and Operations
Vice President, Research and International
Vice President, Student Experience
Vice President, External, Legal and Community Affairs
Vice President, Development and Alumni Engagement
Associate Vice President, Human Resources
University Counsel
Senior Directors, Managing Directors, Directors
Student Leaders
Deans
Various consultants and external communities



Candidate Profile

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1. Experience

Senior leadership roles in a university setting with a strong record in, and understanding of, research, teaching and administration. Experience in a multi-campus system and with a young, growing campus is desirable. An outstanding reputation as a scholar and eligibility for the rank of full professor at the University of British Columbia.

2. Commitment to the Vision of the University

Is enthused and motivated by the opportunity to serve in a leadership role for one of the world's leading universities with a commitment to

"...create an exceptional learning environment that fosters global citizenship, advances a civil and sustainable society, and supports outstanding research to serve the people of British Columbia, Canada and the world".

Is driven by strong personal values, including integrity, openness, honesty and transparency, intercultural sensitivity, inclusiveness, and a caring and respectful approach to all interpersonal relationships.

3. Strategic Leadership

Has a proven ability to understand the context in which the University functions, its opportunities and challenges, and to articulate a vision and strategy to move the campus forward. Understands and can think progressively about higher education, and promote and encourage innovative teaching and learning.

Demonstrated expertise and sensitivity in the formulation and implementation of change management strategies.

4. Organizational Leadership

Has a demonstrated ability to set challenging goals and achieve positive results in a highly complex environment; superior administrative skills and ability to handle multiple projects concurrently.

Proven track record of providing strong leadership and mentorship to a multidimensional team of direct and functional reports spread across operating areas of responsibility; able to develop and implement effective performance management tools and practices.



Works cooperatively, seeking views of others to prioritize competing needs, reach and implement decisions, and allocate resources; able to build teams and delegate.

5. Relationship Builder and Communicator

Highly effective collaborative style, with the ability to build consensus and trust throughout the University community.

Builds strong working relationships including academic and administrative leadership, faculty, staff, students, alumni, donors and external partners, engages at all levels to develop and achieve the goals for the campus.

Has the passion and skill to compellingly communicate the roles and purposes of the Okanagan campus to governments, communities and partners.

6. Knowledge and Understanding of a Dual Campus System

Has the acumen and skill to build effective and collaborative relationships with the Vancouver campus.

Has a clear understanding of the roles of each campus, their relationship to each other and the system needs; establishes principles for integration and/or separation of the campuses' administrative functions.

7. Education

An advanced university degree from a recognized institution.