



THE UNIVERSITY
OF BRITISH COLUMBIA



Position Description & Candidate Profile – **DRAFT**

Provost and Vice President Academic University of British Columbia

December 16, 2016

The Position – Provost and VP Academic



The Provost and Vice President Academic (Vancouver) reports to the President and provides vision and leadership in carrying out the strategic plan of UBC. Thanks to the achievements of its outstanding faculty and staff, and the high caliber of its student body, UBC is poised to achieve even more in the years ahead. The Provost will build on past success, but will challenge and inspire the UBC community to meet even higher aspirations.

UBC is a multi-campus system. The Provost, working with the Deans and other University leaders, will be responsible for guiding and enhancing the academic mission of the Vancouver campuses. She or he will be responsible for the institutional planning and administration of highly complex academic operations, including budgetary planning relating to teaching and learning, and research initiatives. To ensure alignment of the budget with the University's fundamental academic purposes, the Provost will be responsible for resource allocation decisions in consultation with the Vice-President Finance & Operations. The Provost will also collaborate closely on system-wide academic issues with the Deputy Vice-Chancellor and Principal and Provost and Vice-Principal (Okanagan).

The Provost is the senior Vice-President at UBC and serves as Acting President in the absence of the President.

Key Responsibilities

Promoting, developing and maintaining the highest standards of teaching and learning, and research excellence in all University activities, specifically:

- Facilitating the recruitment of outstanding students and faculty of the University;
- 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;
- Providing leadership and support for key campus-wide learning initiatives;

- Promoting equity and fairness throughout the academic units of the University;
- Directing the recruitment, assessment, development, and retention of outstanding Deans and other senior academic administrators;
- Setting the highest academic standards for tenure and promotion decisions; and
- Facilitating the development of information technology and library systems that will support learning and research excellence.

Establishing and fostering effective relationships and collaborations – internally to UBC, locally, provincially, nationally, and internationally, specifically:

- Collaborating closely with the President and functioning as a pillar of the University's senior leadership to ensure that the efforts of all portfolios are directed toward achieving the key goals of the University's strategic plan;
- Working closely with the President to develop incentive systems and evaluation methods that encourage excellence in teaching and learning, in community service and in research;
- Facilitating an interactive and consultative communications process within and between academic units and with the University as a whole;
- Developing and maintaining a strong working relationship with the University's Faculty Association;
- Working with the Vice President Students to ensure that the University anticipates and responds to students' needs and maximizes the quality of the total student experience;
- Working with the Vice President Research to encourage interdisciplinary programs and effective research collaboration within and outside the University;
- Collaborating with the Vice President Finance & Operations to ensure effective financial management and budget planning that is strongly aligned with the academic mission and strategic plan;
- Participating in educational councils provincially, federally and internationally, as well as professional organizations responsible for program accreditation, and working with other universities and relevant educational bodies to promote the highest standards in university education;
- Working as part of a team to support the President with development and fundraising activities, governmental relations and alumni programs.

Providing effective administrative leadership, specifically:

- Providing leadership to the entire University to align the allocation of resources (budget and space) with the academic mission and the University's strategic goals;
- Building a strong and effective administrative team in the provost's office and amongst the Deans;

- Building strong relationships, based on trust and mutual respect, with other senior leaders in the university, deans, faculty members, staff, and students;
- Demonstrating the appropriate balance between broad strategic vision and precise attention to detail.

Reporting Relationships

Reports to: President & Vice Chancellor

Direct Reports: Deans (12)

University Librarian

Vice Provost & AVP Academic Affairs

Vice Provost & AVP Enrolment and Academic Facilities

Vice Provost Graduate and Postdoctoral Studies

Associate Provost Academic Innovation

Associate Provost Health

Vice Provost International

AVP Equity and Inclusion (shared report with 3 executives)

AVP Enrolment Services and Registrar

Senior Director and Advisor, First Nations House of Learning & Aboriginal Affairs

Academic Director, Centre for Teaching, Learning & Technology

Chief Information Officer

Executive Director, Sustainability Initiatives

Executive Director, Academic Initiatives

Senior Advisors: Senior Advisor, Academic Freedom

Senior Advisor, Women Faculty

Senior Advisor, Teaching and Learning

Senior Advisor, Digital Learning Strategy

Candidate Profile



Excellence to Eminence: An unrelenting commitment to excellence within the academy. Sets the highest academic standards for hiring, tenure and promotion decisions. A commitment to leading UBC from excellence to eminence.

Academic Credentials: An exemplary record as an educator and researcher. Eligible to be appointed as a full professor at UBC.

Academic Administrative Experience: A proven track record of success as a provost, vice-president, associate vice-president and/or dean at a well-respected, research and teaching intensive university. Has managed complex matters related to large budgets, human resources, program delivery, promotion and tenure and demonstrated strong administrative skills in this regard. Exceptional ability to delegate and manage a large, complex portfolio that spans the University.

Strategic: Capacity to envision and champion what the University of British Columbia can contribute and become in today's rapidly changing global higher education environment. A record of success in developing and implementing strategy for a complex organization in a challenging context. Experience with strategic and academic planning. A global vision for higher education.

Values Based Leader: A values-based leader who is able to mentor and develop a strong leadership team. A clear commitment to the values of the University of British Columbia. Evident integrity and demonstrated strength of character. A strong sense of fairness.

Relationship Builder: Approachable, engaging, respectful and sincere. Able to develop highly productive and trusting relationships with a broad range of people including students, faculty, staff, board members, alumni, donors, officials at all levels of government, representatives of the business and other sectors, and members of the community at large. Demonstrated history of contributing to building community inside and outside the University.

Collaborative Approach: A track record of working with others in a collaborative, collegial, inclusive and transparent manner to achieve great things. Works with faculty, staff and students to reach consensus on important discussions, and willing to make the tough decisions when needed.

Equity and Inclusion: A proven track record of championing equity and fairness throughout the University. Demonstrates an inter-cultural understanding and a commitment to equity and diversity, in scholarship, teaching, employment activities, and community engagement. Experience working in partnership with aboriginal groups is a definite asset.

Student Centric: Has a record of working to improve students' educational experience and success in and out of the classroom. Genuine interest in students and desire to understand the factors that affect undergraduate and graduate students' experience, learning and achievement.

Faculty Engagement: As the chief academic officer of the University, has demonstrated in past leadership roles a passion and commitment to engaging faculty at all levels in the activities of the University.

Communications Skills: Known as a good listener. Strong communications skills with groups and individuals, including an ability to communicate in a direct manner, where appropriate.

Perseverance: Determined persistence in pursuit of goals despite obstacles or discouragement. Resilient and takes a long term view. Able to make difficult decisions to enable an organization to move forward.