

Associate Dean Academic Affairs
Dalla Lana School of Public Health

Job Description

27 May 2015

Applications are invited for the position of Associate Dean, Academic Affairs, Dalla Lana School of Public Health (DLSPH), University of Toronto, for a 5-year term beginning 1 September 2015. The position is anticipated to be 60-100% FTE, and is expected to be filled by a University of Toronto faculty member.

Position Summary

The Associate Dean Academic Affairs is responsible for the promotion of innovative student learning experiences and administrative oversight of the teaching programs of the Divisions in the Dalla Lana School of Public Health (D-DLSPH) and the Graduate Department of the Institute of Health Policy, Management and Evaluation (IHPE). The successful applicant will be an outstanding individual who will continue to lead the DLSPH into a new era of global leadership in public health education. In addition to managing our continued growth in student enrolment, recruiting and supporting the very best students, and continuing our commitment to excellence in the classroom, the position holds many opportunities. Among these are planning the further evolution of our core curricula; expanding the creation of non-traditional curriculum offerings (e.g., mini-course modules, MOOC's, long-distance continuing education, and part-time programs); engaging in pedagogical innovation (including the use of new technologies); and planning the development and launch of an undergraduate program in public health.

Background

The Dalla Lana School of Public Health (DLSPH; <http://www.dlsph.utoronto.ca/>) is the most prominent institution of its kind in Canada, with a roster of over 750 outstanding faculty, over 800 students, and greater than \$25 million in annual research expenditures. It houses the Institute for Health Policy Management and Evaluation, the new Institute for Global Health Equity & Innovation, the new Waakabinesse-Bryce Institute for Indigenous Health, major initiatives related to Healthy Cities, Big Data for Health, Quality Improvement, and Clinical Public Health, partnerships with institutions throughout Toronto that comprise the largest health-science research complex in Canada, alliances with multiple international partners and a central location in one of the most dynamic, multi-ethnic, and cosmopolitan cities in the world.

Reporting

The Associate Dean reports directly to the Dean, Dalla Lana School of Public Health.

Attributes

The successful candidate will be a recognized pedagogical scholar and senior faculty member (Senior Lecturer, Associate or Full Professor; Core or Status-Only) at the University of Toronto, with educational and administrative experience in an academic setting. He/she will possess outstanding academic, managerial, and interpersonal skills; the ability to build collaborative relationships; and a record of successful and innovative leadership in promoting excellence in education. Assets include experience in applied research into innovative learning and assessment practices, facilitation of interdisciplinary collaboration on scholarship in teaching and learning, and mentorship of faculty through the process of inquiry into teaching and learning. Experience in managing staff is also an asset. Preference will be given to candidates who have held leadership positions at the University, and who can provide evidence of advancing the University's academic and professional standing.

Roles and Responsibilities

The Associate Dean works closely with the Graduate Chairs and Graduate Coordinators of the D-DLSPH and IHPME to ensure excellence in all academic programs, to enhance the student experience, and to ensure the highest educational standards.

The Associate Dean is responsible to:

- represent the Graduate Departments of the DLSPH and IHPME on all matters related to graduate affairs at the University of Toronto and with all partner organizations and agencies
- act as the main liaison between the Graduate Departments of the DLSPH and IHPME and the School of Graduate Studies and the Office of the Provost
- lead ongoing development of scholarship in teaching and learning activities at DLSPH
- in collaboration with program faculty, incorporate relevant pedagogical innovations in content and delivery that support both current and future student learning needs in each Graduate Unit
- provide guidance to the two Graduate Departments on the development of new programs or revisions to existing programs
- support faculty and infrastructure development that aid program faculty in the implementation and delivery of curricular innovations.
- launch the undergraduate degree program in public health
- promote and manage student enrolment growth in accordance with the missions of the D-DLSPH and IHPME and their academic programs

- in collaboration with faculty, and with the approval of the Graduate Departments of the D-DLSPH and IHPME and Faculty Council, identify and develop new student markets and programs, including full-time, part-time, and continuing education, with an emphasis on meeting national and international needs
- serve as ambassador and spokesperson for the Office of Academic Affairs, DLSPH to relevant organizations internationally, nationally, and provincially
- closely collaborate with the Office of Advancement, DLSPH, to seek opportunities for funding of both national and international students.
- serve as a member of the DLSPH Executive Committee and of the Dean's Office.

Specific Duties

- oversight of the D-DLSPH Office of Practicum Placements and the Office of Global Public Health Education & Training.
- oversight of Collaborative training programs based at the Dalla Lana School of Public Health.
- ensuring the development of performance measurements, management controls and critical success factors relating to enrolment targets and student experience.
- oversight of the organizational management and financial planning associated with graduate student enrolment funding, and student awards and disbursements for the Graduate Departments of the DLSPH and IHPME.
- oversight of the development of new courses and education programs, and the processes of consultation and review by the appropriate Committees, the School Council and, as appropriate, other University governing bodies that are required to establish them
- contribute to promotion/tenure reviews of faculty in the Divisions of the DLSPH through Chairing the Teaching Evaluation Committee.
- maintain the necessary contacts—internal and external—to keep abreast of emerging issues of significance to the Academic Affairs portfolio.
- perform other duties as prescribed by the Dean, Dalla Lana School of Public Health.

All qualified candidates are invited to apply; however, Canadians and permanent residents will be given priority. Applications should include a cover letter, curriculum vitae, teaching dossier (including a statement of teaching philosophy), and the contact details of three referees.

Completed applications may be sent to acadsearch.dlsph@utoronto.ca by **June 15, 2015**

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.