

The Associate Dean (Academic), Faculty of Science is responsible for the Faculty's undergraduate academic and educational programs. S/he will:

1. Provide leadership in defining, promoting, implementing, sustaining and evaluating teaching activity in the Faculty of Science that is consistent with the strategic priorities of the Faculty and the University.
2. Provide leadership in educational program development and implementation, including cross-departmental and cross-Faculty multidisciplinary initiatives.
3. Provide leadership in other academic matters and opportunities consistent with the strategic priorities of the Faculty and University.
4. Oversee the operations of the Office of the Associate Dean (Academic); direct a team of professional and administrative support personnel responsible for student recruitment/liaison, admission, registration, academic counseling, enrolment management, student records, academic program development, degree audit and review, curriculum and calendar matters, Science Career and Cooperative Education, among other responsibilities.
5. Work in conjunction with Departmental, Faculty, and University outreach and recruitment offices to raise the profile of the undergraduate programs in the Faculty of Science, and to recruit the best students to the Faculty.
6. Develop educational policies and priorities and recommend these to the Dean and Faculty Council.
7. Liaise with the Office of the Associate Vice-President (Academic) and representatives of other Faculties on undergraduate-related matters.
8. Manage the budget of the Office of the Associate Dean (Academic).
9. Maintain liaison between undergraduate, graduate and research programs to ensure coherence and to promote integration.
10. Establish and maintain performance indicators to ensure benchmarking of educational performance. Work closely with Departments to review and evaluate existing programs.
11. Advise the Dean on resource needs, Faculty recruitment and mentoring.
12. Oversee various student groups in the Faculty of Science whose missions involve undergraduate matters, outreach, and education.

13. Communicate with students about individual situations related to academic matters (appeals, reinstatements, etc.) if necessary to clarify decisions made by the Office of the Associate Dean (Academic).
14. Chair, as requested by the Dean, review committees and other Faculty committees from time to time, as needed.
15. Discharge other such duties as may from time to time be assigned by the Dean.
16. On occasion, act as the Dean's delegate—specifically, in the absence of the Dean, the Associate Dean will represent the Dean on the various bodies, committees, or councils on which the Dean serves ex-officio; this representation will be assigned by the Dean as the occasion warrants.

Normally, the term of the office of the Associate Dean (Academic) will be five years.

#### Membership on Faculty Standing Committees and Ad Hoc Committees

- Faculty Council
- Undergraduate Academic Planning and Policy Committee (Chair)
- Dean's Advisory Group
- Ad hoc committees on education, outreach, and other areas important for the Faculty

#### Membership on University Committees

- Undergraduate Council
- Enrolment Management Team
- Associate Deans' Group

**Accountability:** Dean, Faculty of Science

*Note: The title and office of Associate Dean (Studies) changed to Associate Dean (Academic) effective July 1, 2012.*