



Dean Role Description: College of Pharmacy and Nutrition

Primary Purpose

Reporting to the Provost and Vice-President Academic, the Dean of the College of Pharmacy and Nutrition is responsible for providing strategic and innovative leadership to the College as its chief academic and administrative officer. The Dean will be an innovative and creative thinker with a vision of how to harness opportunities and respond to challenges facing the College of Pharmacy and Nutrition.

As a member of the senior leadership team, the Dean works in collaboration with academic leaders, senior administrators and staff, and other key stakeholders to implement and proactively advance the University of Saskatchewan's Strategic Plan and objectives. The Dean will build effective relationships to advance the college within the University of Saskatchewan (USask) and with key partners regionally, nationally, and internationally.

Nature of the Work

The Dean is responsible for providing leadership to faculty and staff and an undergraduate/graduate student body supported by a team of Vice/Associate/Assistant Deans, Department Heads, other administrative and professional staff, and student leaders. Working in close collaboration with faculty and staff, the Dean ensures the soundness of scholarly and educational programs, quality of the undergraduate/graduate student experience, and provision of high-quality human and physical resources. The Dean works effectively with community members and external stakeholders. They promote the College to attract both human and financial resources and administers all College resources effectively.

The nature of the work will also reflect selected areas of focus specific to the College of Pharmacy and Nutrition.

The Dean functions in a highly demanding environment that requires constant scanning for issues and challenges against multiple priorities and demands on limited resources. The work is of high volume and is complex.

Education and Experience

A relevant advanced degree, a strong scholastic and research record and where relevant practice of professional skills, and progressive experience in an academic (or related) environment with recent experience at a leadership level are required. The Dean must have the expertise and potential to lead excellence in research and in student experience. Prior performance at the senior academic level is required with preference given to candidates at the rank of full professor.

- The incumbent is required to demonstrate success in developing and implementing a vision and leading people to achieve exemplary performance and outcomes.
- The candidate should possess a proven ability to successfully promote a working environment that rewards new ideas and innovation, identifies process improvement, builds collaborations, encourages teamwork, and promotes diversity and inclusion.

- The candidate must possess an ability to communicate, to build and maintain respectful relationships, to work effectively with a wide range of internal and external constituencies, and to collaborate across an extensive array of academic disciplines and organizations.

Accountabilities

Institutional Planning

The Dean holds primary responsibility for developing and implementing college-level planning processes. They will ensure alignment of academic and administrative plans, interests, and outcomes with broader institutional plans.

Resource Allocation Alignment

The Dean develops and implements integrated plans and a multi-year budget framework that supports the University's priorities by allocating resources at college-level to align and support the outcomes of institutional plans. Achieving institutional objectives while ensuring the long-term growth and sustainability of the college for which they are responsible, along with the University's resources is a key accountability.

Academic Strategy

The Dean assumes a leadership role in the creation of their college strategy and action plan aligned with the institution's strategic plan including pedagogy, student and faculty recruitment, academic policies and structures, along with research, scholarship and artistic works, advancement, and external engagement missions.

The Dean will:

- create a college strategy and action plan that contributes to plans associated with the University 2025 plan, including related plans (e.g., international, sustainability, EDI, ICT);
- work to ensure advice is provided and actions taken consistent with the ohpahotân | oohpaahotaan strategy;
- take action aligned with the university's EDI Policy and plan;
- advance the research, scholarly and artistic work mission;
 - Promote research excellence and impact through collaboration, discovery, and innovation.
 - Increase external research revenue and impact through securing grants from tri-council agencies, industry, government, etc.
- advance excellence in student learning and experience
 - Ensure that the college's programs, curricula, and courses are innovative and anticipate and meet the needs of local and global stakeholders that include students, industry, and employers.
 - Oversee continuous program quality improvement and (where applicable) program accreditation.
 - Promote student success and exceptional student experience.

People Leadership

The Dean is primarily responsible for the performance of their college by providing leadership to leaders, staff, faculty, and students. The development of future and current leaders/deans is a key responsibility.

The Dean will:

- build and maintain positive health and safety practices;
- ensure compliance with collective agreements on all relevant personnel matters;
- seek opportunities for professional development such as mentorship; and
- create an environment that inspires collegiality, respect, collaboration, and engages all members of the college.

Institutional Leadership

As an academic leader, the Dean is expected to:

- be an effective and collaborative member of the deans' council, deans' teams, and senior leadership forum;
- contribute, in collaboration with other academic leaders and senior administrators, to the success, performance, and impact of USask;
- contribute to projects that may be outside of the Dean portfolio; and
- liaise with external bodies on behalf of the Provost.

In each of these accountabilities, it is expected that the Dean will:

- take action for Indigenous rights, and for truth and reconciliation;
- take action against racism, oppression; and harassment and discrimination;
- build a culture of equity, diversity, inclusion and belonging;
- provide credible and complete information regarding their college and identify issues and risks to the provost, the Deans and Executive Directors of Schools, and other relevant roles and committees, as appropriate;
- implement and maintain an effective system of financial management and assets, which includes general stewardship of all resources (financial, physical, and HR);
- communicate and ensure compliance with University policies, collective agreements, and federal and provincial laws and regulations;
- model accountability and transparency of activities, information, and reports; and
- be an exceptional communicator.

External engagement

In collaboration with the vice presidents, government relations, and the provost, the Dean assumes a leadership role, in advancement and external relations actions, including (where appropriate for the unit):

- alumni and donor relations (e.g., cultivating donors and sponsorship in support of college and university goals);
- emeritus faculty and retirees;
- the business community (including not-for profit and non-governmental organizations) and industry;

- Indigenous communities; and
- governments (e.g., cultivating investment in research, programming, and facilities).

Well-being leadership

- demonstrate well-being as a leader, through practices attentive to their health, well-being, and life-long learning; and
- work to find ways to include well-being into policy and practice guidelines related to students, staff and faculty to foster a culture of well-being.