COLLÈGE AURORA COLLEGE

IDENTIFICATION

Department	Position Title	
Aurora College	Provost and Vice President, Academic and Research	
Position Number	**Community**	**Division/Region**
91-1196	Yellowknife	Academic & Research

PURPOSE OF THE POSITION

The Provost and Vice President, Academic and Research ("VPAR") is the strategic lead of the Academic and Research Division. The VPAR provides institution-wide academic and research leadership and sets the direction of programming and research activities at the institution. The VPAR oversees the management of the faculty, staff, academic programs, and research activities within the Academic and Research Division.

The Academic and Research Division delivers quality adult and post-secondary education and research programs, provides a variety of academic and non-academic supports/services to students and researchers, ensures academic programs and research activities meet the needs of communities in the North, and provides upgrading/entry pathways for students into further post-secondary education. The VPAR plays a critical role in building an inclusive and collaborative culture that drives quality adult and post-secondary education with a student-centric approach. The VPAR provides overall leadership in the development and expansion of research activities both across the institution and, more broadly, across the Northwest Territories (NWT).

In conjunction with the President, other Vice Presidents, and with guidance from Aurora College's three governance bodies (Board of Governors, Academic Council, and Indigenous Knowledge Holders Council), the VPAR shapes the future direction of the institution, provides visible change leadership on all institutional initiatives designed to make that desired future a reality, and collaborates with other executive leaders to resolve any misalignment across divisions within the organization. The VPAR develops/revises internal policies and ensures compliance to external regulations or standards specific to the division. All Vice Presidents, including the VPAR, play a pivotal role in generating revenue/tuition, securing sources of institutional funding, and ensuring cost-effectiveness to support the financial sustainability of Aurora College and appropriate allocation of its resources.

The VPAR establishes long term plans for the Academic and Research division which flow from Aurora College strategic plans; ensures that academic and research excellence, standards, and scholarly integrity govern all elements of the Division's work; fosters an environment that is consistent with post-secondary education principles; and is respectful of the many cultures and communities of the Northwest Territories (NWT), with particular attention paid to the original Indigenous peoples of the NWT upon whose homeland the institution is located. This includes a comprehensive array of academic and research activities that include strategic oversight of: (i) the creation, delivery, and evaluation of academic programs; including continuing education; (ii) support the scholarship of learning, teaching and indigenization; (iii) overall leadership in the development and expansion of research activities both across the institution and, more broadly, across the Northwest Territories (NWT). (iv) the provision of student support services and strategic enrolment management processes that enable the full student lifecycle.

The VPAR supports the mission, values, goals, and policies of the College and the GNWT as a whole. The position is governed by a range of legislation and plans including, but not limited to: The Aurora College Strategic and Corporate Plan(s), Policy and Procedures, Code of Ethics; The Aurora College Act, Post-Secondary Education Act, and related legislation, regulations, policies, and guidelines; UNW Collective Agreement; Federal and Territorial Human Rights Legislation.

SCOPE

As a strategic leader, the Vice President, Academic and Provost's scope typically resides at the organizational and divisional level. The VPAR reports directly to the President, is a member of the Executive Leadership Team, and collaborates regularly with other Vice Presidents, and senior leaders across the College.

The VPAR is the Chair of the Academic Council. The Academic Council forms one-third of Aurora College's governance model. The Academic Council is established in the Aurora College Act to: promote best practices in the development of academic programs, research programs and associated supports; provide advice and recommendations to the Board on strategic direction of the College; college policies that affect faculty, staff, and students; make decisions with respect to academic and education programs, policies and services. The Academic Council is comprised of 27 members including ex-officio, appointed, and elected faculty, staff, and students. As the Chair of Academic Council, the VPAR is responsible for overseeing the effective functioning of the Academic Council, election and selection of members, establishment of standing and adhoc committees, and reporting and communication of Academic Council decisions, recommendations, and activities to the Board of Governors, President, and all faculty, staff and students

The Vice President, Academic and Research may be required to act on behalf of the President. The incumbent may serve as the Executive campus leader at their location – leading institution and/or campus-specific crisis management or business continuity activities and being the Executive representative of the campus to external media and stakeholders, when required.

Aurora College is the only public post-secondary education institution based in the NWT. The institution maintains three campuses along with multiple research and other stand-alone

facilities. Aurora College serves as a primary partner to the Government of the Northwest Territories (GNWT) in developing and implementing research programs. Aurora College also supports the development and expansion of Indigenous government and community-led research programs. As such, the VPAR is a primary point of contact for senior officials in the federal, territorial and Indigenous governments with regards to research.

The impact of this position is significant and cannot be overstated. The Academic and Research Division, under the VPAR's leadership direction has impact on the integrity and delivery of the institution's academic programming/standards, student learning outcomes, research activity and funding, and potential for growth and continued credibility.

All work must be accomplished within an environment in which there are limited financial resources and in which governance is ever-changing. As a result, it is important that the VPAR be visionary both in terms of providing the centralized administrative functions of the institution ensuring the availability, safety, security and effective operations of facilities and information technology; regulatory compliance and reporting obligations are met; proper management of financial resources; and resources are in place for effective communications.

Reporting directly to the VPAR are eight direct reports and an Executive Administrative Assistant.

Assistant Vice President, Research
The Assistant Vice President, Research ("AVP Research"), as Aurora College's administrator and operational research leader for the Academic and Research Division, provides overall administrative leadership for the College and management of the Research activities. The AVP Research works closely with the Vice-President Academic and Research to support the development and expansion of research activities both across the institution and, more broadly, across the Northwest Territories (NWT). The AVP Research oversees the operation of multiple research centres and ensures the delivery of research supports to a broad range of scientists from across the NWT, Canada and the international research community. The incumbent works to enhance research program delivery, including steps to ensure the effective monitoring and reporting of research activities across the NWT.

Dean, Health and Human Services
The Dean, School of Health and Human Services is responsible for the overall academic leadership and collaborative approaches to management of the School of Health and Human Services, with particular emphasis on maintaining academic excellence and integrity in the School. As part of the Academic & Research Division, the School of Health & Human Services delivers quality post-secondary education programs and ensures academic programs meet the needs of communities in the North.

Dean, Trades, Apprenticeship, and Industrial Training (TAIT)
The Dean, School of Trades, Apprenticeship, and Industrial Training (TAIT) is responsible for the overall academic leadership and collaborative approaches to management of the School of Trades Apprenticeship and Industrial Training, with emphasis on maintaining academic excellence and integrity. As part of the Academic & Research Division, the School of TAIT

delivers quality post-secondary education and industrial training programs and ensures academic programs meet the needs of communities in the North.

Dean, Education, Science, and Business
The Dean, School of Education, Science and Business is responsible for the overall academic leadership and collaborative approaches to management of the School, with particular emphasis on maintaining academic excellence and integrity. As part of the Academic & Research Division, the School of Education, Science, and Business delivers quality post-secondary education programs and ensures academic programs meet the needs of all students who choose Aurora College and will serve communities throughout the North.

Registrar and Director, SEMM
The Registrar and Director, Strategic Enrolment Management and Marketing (SEMM), provides strategic leadership for enrolment management, institutional research, student records, and student success initiatives. The position oversees the student lifecycle from admissions through graduation, leads the College's Strategic Enrolment Management and Marketing Plan (SEMM), and ensures institutional decisions are informed by reliable data, regulatory compliance requirements, and evidence-based planning. This position develops, implements and evaluates Aurora College's SEMM Plan. In doing so, the Director facilitates the achievement of Aurora College's student enrollment and retention goals; and ensures the efficient/effective operations of the Office of the Registrar meets the needs of students and staff.

Director, Centre for Learning and Innovation
The Director, Centre for Learning and Innovation (CLI) is responsible for the overall leadership and management of a team supporting Aurora College faculty in the pursuit of continuous quality improvement and growth. The Centre's primary function is to provide leadership and facilitate professional development (PD) to support academic excellence in the following areas: educational technology, instructional design, adult learning theory and practice, program reviews, continuing education programming, and the innovate and makerspace ecosystem.

Director, Student Services
The Director, Student Services provides strategic leadership to ensure that student wellness, mental health, accessibility, and student life services are aligned with evolving national post-secondary practices, research-informed approaches, and Indigenous perspectives on well-being and student support. As the institution's expert in these areas, the Director advances evidence-based and culturally responsive practices that reflect the needs of diverse learners. This role is central to the College's transition to a polytechnic university, embedding research-informed and community-grounded approaches to student success and holistic well-being.

Chair, Libraries and Learning Commons
The Chair, Libraries and Learning Commons, is responsible for the overall academic leadership and management of all Aurora College Libraries and Learning Commons along with associated staff College-wide. This position has particular emphasis on maintaining academic excellence and integrity across institutional libraries, including digital collections, data systems, and the provision of academic and research supports housed in the Learning Commons including research data management and research security initiatives. The Chair establishes common

expectations and high standards for library and information management and learning commons service excellence, in order to fulfill a critical role in the academic success of students, the quality of instruction and research delivered by Aurora College.

DIMENSIONS

- Reporting Positions (approximately 9 direct, and 186 indirect)
- Compensation & Benefits ($) 24.8 million
- Operations & Maintenance ($) 11 million
- Grants & Contributions ($) 11.5 million
- Capital ($) 10.5 million

RESPONSIBILITIES

1. **Strategic Ambition & Planning**
    - Establishes a vision for the Division, which flows from the Aurora College Strategic Plan, under the direction from the President.
    - Supports the President in fulfillment of the institution's mandate, delivery of tri-cameral governance mechanisms, and creation of the institution's long-term future direction.
    - Develops long-range strategic plan(s) for the Division, in consultation with the President, other leaders, staff, and other applicable stakeholders.
    - Establishes the priority issues for action, provides a planning framework for other leaders in the Division, and collaborates with other senior leaders to resolve any strategic misalignment across units.
    - Develops the overall Academic Plan for the College, in consultation with the President, other executive/senior leaders, and in accordance with applicable legislation.
    - Ensures all long-range strategic plans properly integrate academic, student services, and Indigenous/community engagement priorities along with service quality to ensure Aurora College has in place all the enabling resources it needs for high-quality academic delivery and student learning outcomes.
    - Oversees, coordinates, and integrates all academic aspects of the institution, including Deans, Chairs, Department Heads, Directors and Managers that lead academic activity to support efforts to deliver quality instruction.

2. **Performance Measures, Budgets, & Impacts**
    - Assumes overall budget accountability and ensures the salary and O&M budgets are developed in concert with strategic and divisional plans; are realistic and effective; and are closely monitored. Takes corrective action as required to meet budget targets.
    - Ensures leaders in the Division are fully involved with the budget process and accountable for their budgets.
    - Establishes a culture of evaluation within the Division using a variety of methods such as: a multi-year evaluation calendar, assessment criteria from partner colleges/universities, built-in benchmarks; active solicitation of student/staff/stakeholder feedback. Ensures information and data received through such methods is included in decisions and provided to the President for leadership discussion and direction.

3. **Academic Program Governance, Partnerships, & Expertise**
    - Leads the effective operation of the Academic Council in accordance with the Academic Council Terms of Reference; Chairs meetings and ensures meeting protocols are followed; and communicates decisions, recommendations, and activities of the Academic Council.
    - Ensures all academic programs/services meet standards identified by national and territorial accrediting bodies, organizations, agencies, and government departments.
    - Initiates and coordinates Division-level co-operative arrangements with other post-secondary institutions and professional agencies throughout Canada. Ensures all staff understand the elements of successful working partnerships, including third party reporting requirements.
    - Facilitates the development of strategic alliances, partnerships, and/or third-party agreements with funding agencies, local/regional Indigenous Governments, or clients to make new opportunities possible within the Division through multimillion-dollar funding submissions.
    - Leads and/or independently writes proposals and concept papers to secure multiyear funding to better meet the needs of the Division and/or the College's strategic priorities.
    - Serves as signatory and supervises the delivery of contracts for services held by the Division with various agencies and organizations.
    - Oversees and provides consultation to Deans, Chair, Directors and Managers on department-, school-, or program-level accreditation, evaluation, and partnership proposals, as required to ensure academic integrity is upheld and promote the generation of innovative intellectual property.
    - Remains current, as defined by scholars at comparable institutions, in their own academic discipline and/or the fields of adult learning and post-secondary administration more broadly.
    - Participates in academic conference presentations, workshops, orientations, seminars, discussion groups, tutorials, and round tables.
    - Provides academic mentorship to those within the unit and encourages innovation.
    - Works in partnership with other Executive leaders to implement recommendations from the Indigenous Knowledge Holders Council to strengthen and promote Indigenous ways of Reconciliation, Revitalization, and Reciprocity in the development of policies and operational decisions, which foster the success of Indigenous students and staff at Aurora College, and the overall success of the institution.

4. **Research Strategic Leadership, Ambition and planning for the development and expansion of research activities both across the institution and more broadly across the NWT.**
    - Establishes a vision for the Division, which flows from the Aurora College Strategic Plan, under the direction from the President.
    - Supports the President in fulfillment of the institution's mandate, delivery of tri-cameral governance mechanisms, and creation of the institution's long-term future direction.
    - Develops long-range strategic college plan(s) for the Division - in consultation with the President, other leaders, staff, and other applicable stakeholders.

- Establishes the priority issues for action, provides a planning framework for other leaders in the Division, and collaborates with other senior leaders to resolve any strategic misalignment across units.
- Takes a leadership role in the implementation of the Aurora College Strategic Plan including ensuring academic and research excellence.
- Fosters the expansion of research and strengthens the relationship between research and teaching.
- Provides mechanisms that support research so individuals can achieve success in attracting research funds in international and national peer-reviewed competitions and through government and private sector partners.
- Fosters research leadership development and stewardship throughout the institution for the public good.
- Assertively pursues, through strategic partnerships and alliances, increased research capacity and external funding for areas of specialization and potential areas for future growth.
- Establishes and supports joint research projects with other institutions.
- Fosters research that supports, represents, and promotes Indigenous ways of knowing.
- Provide accurate, timely and comprehensive information and guidance on all relevant matters.
- Oversees Aurora College's use of GNWT Shared Services agreements and develops a productive relationship with GNWT regarding the on-going use of, or any changes to, these agreements.

5. Student Support Services & Libraries/Learning Commons

- Oversees the delivery of all student support services and ensures the resources necessary for effective student support services are available.
- Oversees all processes that fulfill the student lifecycle, from admissions to graduation, and the accuracy/integrity of student records and information including strategic enrollment management and marketing initiatives.
- Oversees the availability and delivery of library resources, services, and learning commons functions for students, faculty, and staff at Aurora College.
- Ensures continuous quality improvement of library and information management resources, services, and technologies.
- Collaborates with the VP Corporate Services & Administration on the IST and facilities needs of students, instructional faculty, and staff in the Academic division.

6. Policy, Compliance & Risk

- Leads and is responsible for policy and legislation as it relates to the Division. Ensures all required staff, students, or other stakeholders fully understand existing/new policies and comply with applicable legislation.
- Ensures the implementation and enforcement of all bylaws, policies and procedures is carried out in a consistent manner across all departments/locations within the Division.
- Manages the response when serious compliance issues arise and, when applicable, works with GNWT departments such as Justice.

- Establishes and implements a process for on-going review and development of policies specific to the Division. Collaborates with the VP Corporate Services & Administration and/or Manager, Policy Development regarding the development and revision of policies relevant to the Division.
- Leads and is responsible for risk management as it relates to the Division.

7. External Relations, Events, & Communications

- Establishes and maintains relationships important to the Division by meeting regularly with stakeholders including, but not limited to, Indigenous organizations, regional and community leadership, federal and territorial government divisions, and partners in education, research, business, or industry.
- Maintains a high profile within the College community, including the three campuses, campus communities, government departments, other post-secondary institutions, etc.
- Represents the Division in the media as needed and at meetings, symposiums, workshops, community functions, and Indigenous functions.
- When asked by the President, represents the entire College in media and/or at meetings.
- Works with the Director, Communications & External Relations, to develop and implement communication strategies that ensure external stakeholders are aware of important information in a timely matter.
- Creates internal communication plans to ensure staff receive important information in a timely manner. Devises appropriate internal communication vehicles when Division projects have cross-divisional impacts.
- Provides reports and briefing notes for the President, Board of Governors, GNWT, and other applicable stakeholders or governance bodies as required.

8. Human Resources & Organizational Effectiveness

- Provides visible leadership and change support to staff in the Division for initiatives both within the Division and across the College.
- Ensures the multi campus delivery model is effective and successful. Actively seeks constructive input from leaders on how to capture and build on the synergies of the three campuses and other regions. Implements team building communication processes among the Division's leaders to create a cohesive leadership team for the Division.
- Establishes and maintains a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.
- Determines staffing requirements and professional development/training plans for leaders in the Division based on existing plans and budgets and in consultation with appropriate stakeholders. Where applicable, ensures requirements and plans comply with the collective agreement.
- Encourages the development of leadership skills and knowledge in all staff, particularly other leaders in the Division, via mentoring and on-site supports.
- Supports and is responsible for the development of divisional, campus-based, and/or cross-divisional committees, as it relates to the Division's activities.
- Demonstrates a commitment to on-going personal and professional development. Remains abreast of evolving thinking in their field and actively pursues opportunities for professional growth.

- Cultivates a culture of personal and professional development amongst all in the Division.
- Ensures all aspects of the recruitment process are carried out according to GNWT and Aurora College policy.
- Creates/updates job descriptions for direct reports, in consultation with other leaders as applicable.
- Ensures all new direct reports are fully oriented to the institution, their positions, and where necessary, to their community.
- Ensures appropriate and consistent action is taken to discipline staff when necessary, using the progressive discipline model. Seeks assistance from GNWT Department of Human Resources to enforce discipline and from the President's Office in the event of dismissal.

9. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.

10. Performance Measures, Budgets & Impacts

- Assumes overall budget accountability and ensures the salary and O&M budgets are developed in concert with College strategic and divisional plans; are realistic and effective; and are closely monitored through monthly analysis with staff and the Director of Finance/CFO. Takes corrective action as required to meet budget targets.
- Ensures leaders in the Division are fully involved with the budget process and accountable for their budgets.
- Establishes a culture of evaluation within the Division using a variety of methods such as: a multi-year evaluation calendar, assessment criteria from partner universities, built-in benchmarks; active solicitation of student/staff/stakeholder feedback. Ensures information and data received through such methods is included in decisions and provided to the President for further discussion.

WORKING CONDITIONS

Physical Demands
No unusual demands.

Environmental Conditions
No unusual conditions.

Sensory Demands
No unusual demands.

Mental Demands
The incumbent must manage deadlines and competing priorities. The position works with individuals who hold strong views which may disagree with the overall direction of the College. The position works with and around individuals affected by trauma and may be exposed to vicarious trauma.

Occasional travel by road (and winter roads) or by small aircraft to the three campuses or smaller communities can occur at any time of year.

KNOWLEDGE, SKILLS AND ABILITIES

- Academic knowledge within in a chosen field of study.
- Knowledge of post-secondary organizations, policies, systems, programs, services, planning, and collegial decision-making.
- Knowledge of the norms, expectations, and traditions of academics and accreditation bodies that span institutions.
- Knowledge of the social, political, and cultural environment as it effects adult learning in the Northwest Territories, along with Indigenous Identity, Indigenous Self-Government, and community empowerment initiatives.
- Knowledge of leadership, motivational theory, and effective team-building practices.
- Knowledge of organizational behavior, organizational design, effective Human Resource practices and the ability to mentor and evaluate others.
- Knowledge of generally accepted accounting principles and budget preparation.
- Ability to conduct academic research suitable for publication in peer-reviewed academic journals.
- Ability to develop and maintain stakeholder/partnership relationships, both with communities in the North and other post-secondary institutions throughout Canada.
- Ability to effectively manage risk and legal matters relating to students and program delivery.
- Ability to implement innovation and change within a division.
- Ability to manage budgets and develop both short-term plans and long-term strategies.
- Ability to assess educational/learning needs and analyze education or labour market trends.
- Ability to negotiate and attract third party investment to expand program and service delivery.
- Knowledge of strategic planning; short- and long-term planning.
- Ability to manage tight time deadlines and multiple priorities.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:
Completion of an accredited PhD degree, or equivalent doctoral program, and 10 years' experience in a post-secondary organizations that includes a minimum of two of the following: a professor role (i.e. teaching, research, and academic service responsibilities), a senior academic administration role, such as a Dean, Assistant Vice President, or Vice Provost, and a

record of successful research and scholarship; and including a minimum of 2 years work experience with Indigenous communities in northern and/or rural remote environments.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Position Security (check one)

☐ No criminal records check required
☒ Position of Trust – criminal records check required
☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

☐ French required (must identify required level below)
Level required for this Designated Position is:
ORAL EXPRESSION AND COMPREHENSION
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
READING COMPREHENSION:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
WRITING SKILLS:
Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
☐ French preferred

Indigenous language: Select Language
☐ Required
☐ Preferred