The Assistant Vice-President Graduate Studies (AVP(GS)) provides strategic oversight and operational management, including long term vision for the Office of Graduate Studies at the University of Guelph.

Reporting to the Provost & Vice-President (Academic), the AVP(GS) oversees the Office of Graduate Studies and all aspects of graduate education in the more than ninety graduate programs offered at the University of Guelph, providing the necessary leadership to enable the University to achieve the highest possible standards in graduate studies. The AVP(GS) provides strategic leadership in the development of graduate programs and is responsible for ensuring implementation of the policies and directions determined by the Board of Graduate Studies, the management and awarding of graduate scholarships, enhancement of support to faculty, staff and students, academic advising and counseling, and advocating for graduate studies as the Chair of Graduate Studies Council.

The AVP(GS) is also responsible for submitting faculty recommendations of degree candidates to Senate who have satisfied the minimum degree requirements. Other areas of responsibility include the promotion of graduate programs, both nationally and internationally and liaising with other academic institutions, the Council of Ontario Universities, the Ontario Council on Graduate Studies, the Ministry of Training, Colleges and Universities, the Canadian Association of Graduate Studies, the (US) Northeastern Association of Graduate Schools and the (US) Council of Graduate Studies, on issues relating to graduate programs and studies.

The successful candidate will think strategically and lead change, including engaging others in assessing opportunities and challenges, and establishing priorities for improvement; work as part of and lead a team; appreciate the wide range of disciplinary and interdisciplinary scholarship at the University of Guelph; work to enhance the broader learning environment for graduate students and postdoctoral fellows, and manage issues of conflict resolution; be committed to equity and building an inclusive graduate community.

**Required Qualifications and Experience:**

- A PhD or equivalent
- Eligible for appointment at the rank of full professor
- Ideally a minimum of three years of experience in positions of leadership such as chairperson, director, associate dean, or dean
- Demonstrated commitment to shared governance that is inclusive of faculty and Deans/Associate Deans of Colleges in decision-making
- Have knowledge of policies and procedures related to graduate programs
- A track record of success in working with, and mentoring, graduate students
- Effective interpersonal, oral, and written communication skills
- Act decisively under stressful situations
- Demonstrate an ability and/or interest in working in a diverse environment and have an ability to manage staff and office resources effectively.

**General Objectives/Strategic Direction and Terms of Reference of the AVP(GS):**

i) Provide strategic leadership for the Office of Graduate studies, including conducting strategic assessments, bringing forward recommendations for change, and overseeing the effective implementation of agreed upon changes

ii) Grow the quality of, and enrollments in graduate studies at the University of Guelph, including promoting and supporting new graduate programs aligned with the University of Guelph’s Strategic Mandate Agreement and pursuing new markets.
iii) To represent and promote graduate studies at the University of Guelph in inter-university and governmental considerations at the provincial and national level

iv) To promote and facilitate interaction between graduate studies other academic programs, and research activities at the University of Guelph.

Internal

Graduate Studies and Postdoctoral Fellows:

- Assume general responsibility for the welfare, rights and academic progress of graduate students and post-doctoral fellows in collaboration with program graduate coordinators, Associate Deans of colleges, the Graduate Students' Association, the Office of Diversity and Human Rights, the Office of Intercultural Affairs, the Centre for International Programs, the Associate Vice-President (Student Affairs), and members of the faculty
- Enhance the university’s abilities to attract excellent graduate students, including ensuring that scholarships are used to best effect in recruitment.
- Develop tools for tracking graduates, for internal and external stakeholders.

Graduate Coordinators and Associate Deans

- Coordinate and facilitate the development of graduate programs in conjunction with faculty in Colleges and Departments of the University with an emphasis on interdepartmental, interdisciplinary programs.
- Coordinate and facilitate administration of approved graduate programs in conjunction with faculty in Colleges, Schools, and Departments of the University.
- Chair the Graduate Studies Council (ADR’s and staff from Graduate Program Services) for short-term and long-term planning and operationalizing graduate policies and procedures.
- Coordinate the external review and governance process concerning new graduate program proposals.
- Coordinate the submission of new program proposals to the Ontario Universities Council on Quality Assurance and, in consultation with the Director of Academic Programs & Policy, the submission to the Ministry of Training, Colleges and Universities.

Office of Graduate Studies

- Provide strategic oversight for all functions of the Office, including opportunity and risk assessment and the prioritization of new program development as well as oversee operational changes to improve the effectiveness of the office.
- Fiscal responsibility for the management of the graduate scholarship and fellowship programs, the new graduate program appraisals process and for the day-to-day operation of the Office of Graduate Studies.
- Provide leadership and management oversight for the Office of Graduate Programs’ team, including the Associate Dean, Director and Managers.
- Chair the Graduate Awards Committee. Develop and manage effective internal processes for allocation of tri-council awards, OGS, and other major awards and scholarships.
- Work in collaboration with the Office of Institutional Research and Planning to maintain graduate student databases and prepare required reports, reviews, summaries, statistical tables and policy documents based on these data.
- Enhance the university’s abilities to attract excellent graduate students, including ensuring that scholarships are used to best effect in recruitment.
Board of Graduate Studies
- Implement policies, regulations and procedures established by the Board of Graduate Studies;
- Monitor implementation and use of policies, regulations and procedures set by the Board of Graduate Studies in the activities of the graduate programs concerning admission, progress and program of study for students;
- Coordinate the process for appointment to the Faculty of Graduate Studies according to criteria laid down by the Board of Graduate Studies and approved by Senate;
- Coordinate the administration of the award of scholarships, fellowships and bursary funds for graduate students;
- In collaboration with the Vice-President (External) facilitate external support for, and development of awards policies, that will enhance support of graduate students;
- Approve the appointment of external examiners for thesis and dissertation examinations.
- Participate in the oral examination of graduate students when appropriate.

Senate
- Recommend to Senate and the Chancellor the awarding of graduate degrees.
- Works with Senate and other University bodies to develop policies that concern postdoctoral fellows.
- Represent the interests of graduate studies and postdoctoral fellows on Senate Committees, including: Research Board, and others as appropriate.

University Administration
- Develop long-term plans for the enhancement of graduate education at the University of Guelph, including activities that will more closely link research and academic programs at the University working with the Vice-President (Research) and the Associate Vice-President (Academic).
- Represent the interests of graduate studies on general university administrative committees, including: Vice President's Academic Council, Council of College Deans, Provost’s Management Group, University Lead Team, and others as appropriate.
- Recommend to the Provost directives for collaborative/interdisciplinary programs.
- Develop and facilitate interaction between the Office Graduate Studies and the Office of Research and the research activities of the university, and the delivery of other academic programs (undergraduate and open learning) at the University of Guelph.
- Advise the Provost on the allocation of funds to various programs and activities of the University, on the development of graduate student fee structure and changes, and other financial matters as appropriate.
- The AVP (GS) will play a role in the Validation Committee of the Canada Research Chair process as per the University of Guelph’s Procedure for Canada Research Chairs.
- Coordinate and facilitate the activities of the Board of Graduate Studies:
- Will be involved in the University’s Strategic Enrolment Management process.

External
- Represent the University of Guelph at a number of external bodies including: Ontario Council on Graduate Studies, Canadian Association of Graduate Schools, (US) Northeastern Association of Graduate Schools and (US) Council of Graduate Studies and other provincial, national, and international committees/groups as may be appropriate.
- Interpretation and implementation of policies, regulations and procedures established by the Ministry of Training, Colleges and Universities and the Ministry of Agriculture Food and Rural Affairs and other provincial and national bodies as they affect graduate education.
Liaison with the Ontario Universities Council on Quality Assurance (OUCQA) with respect to approval processes, including: submission of briefs, discussions with the Executive Director of OUCQA with respect to the deliberations of the appraisal briefs.

Act as the graduate studies contact point for discussions, arrangements, and itineraries for the external consultants of new program approvals.

Facilitate and coordinate discussions regarding development and maintenance of inter-university collaborative activities in graduate education.

Participate in the preparation of the University responses, contributions and reports to provincial bodies, such as Ontario Council of Graduate Studies, Ministry of Training, Colleges and Universities, and others as appropriate.

Works with Deans to increase funding for graduate studies through individual and collaborative efforts and by leveraging existing resources.

Enhancing our ability to attract excellent graduate students to Guelph from other universities.

**Reporting relationships**

The AVP(GS) reports to the Provost and Vice-President (Academic). The AVP(GS) will also be required to interact regularly with the Vice-President (Research), Vice-President (External), and Vice-President (Finance, Administration & Risk), in matters relating to the portfolios of these three Vice-Presidents.

The AVP(GS) shall also be expected to work collaboratively with the Associate Vice-President (Academic) and the Associate Vice-President (Student Affairs) in the integration of academic programs and student affairs at the University of Guelph. The AVP(GS) will also work collaboratively with the Registrar and the Assistant Vice-President (Institutional Analysis & Planning).

Reporting into the position is the Associate Dean of Graduate Studies, and the Director of the Office of Graduate Studies. The ADRG&G provides management oversight for the day-to-day operations of graduate studies at the University of Guelph.

Applicants must submit on or before **June 23, 2016**. Application packages should include a letter of introduction, curriculum vitae and the names of three references (who will not be contacted without the consent of the candidate). Applications should be submitted electronically, in confidence, to:

Charlotte Yates, Provost & Vice-President (Academic)
University of Guelph
Guelph, Ontario
N1H 2W1
c/o Kim McCaughan, Executive Assistant to the Provost
k.mccaughan@exec.uoguelph.ca