

College of Management and Economics Position Profile – Associate Dean, Academic

- The overarching responsibility of the ADA is to provide the leadership for the achievement of priorities outlined in CME’s integrated plan regarding the college’s undergraduate programs as well as contributing to the achievement of CME’s vision and pillars. This includes:
 - Administers the undergraduate programs in CME, including admissions, enrolment management (including negotiating targets with the Registrar), the academic review process and quality assurance (IQAP), including ensuring all programs have appropriate learning outcomes and methods of assessment
 - Chairing and working collaboratively with the BComm Program Committee and Department Chairs, ensuring high quality of all majors in this program
 - Manages the BComm Program Counselling Office, including coordinating high school liaison and student recruitment efforts and overseeing issues related to student transfers
 - Assesses current co-operative education offerings across the majors and making recommendations for program improvement
- Facilitates the exploration and implementation of curricular and pedagogical innovation in support of CME’s commitment to transformational learning and community engagement, including organizing events for CME faculty in which such innovations are shared
- Works collaboratively with the faculty responsible for MGMT*1000 and MGMT*4000, which will be launched in 2014, contributing to the success of these courses and facilitating discussions pertaining to their continuous improvement
- Provides the leadership for business programming opportunities (e.g., certificates) for non-business majors, making recommendations to Dean’s Council, and implementing decisions as appropriate
- Coordinates the College’s significant contribution to the BBA program at the University of Guelph-Humber
- Maintains academic integrity at both the undergraduate and graduate levels, including administering the University’s policies in response to suspected cases of academic misconduct and facilitating buy-in across the College
- Supervises the Director of The Co-Operators Centre for Business and Social Entrepreneurship (CBaSE) in developing and promoting opportunities for community-based learning and ensuring success of CBaSE strategic plan and student competitions
- Maintains a roster of CME students clubs and associations and liaises with each at least on an annual basis (the CMESA more frequently); fosters coordination, communication and alignment of goals between the students and the Dean’s Office where appropriate and beneficial to both groups



- Provides oversight to the College of Management Awards Committee with a goal of conducting an analysis of awards for students and identifying opportunities for improvement
- Attends Dean's Council, BUGS, CADA, Senate and other committees, as requested
- Other responsibilities as assigned by the Dean