

**Internal Call for Nominations and Applications for the Position of Associate Dean of Science – Faculty & Student Engagement**

Position # 002355ADM60-2022-SCI

The University of Windsor invites applications for the position of Associate Dean of Science, Faculty & Student Engagement for a term of up to five (5) years, commencing July 1, 2022. The candidate must hold a tenured position at the rank of Associate Professor (or higher) or an AAS level II with permanence (or higher) in the Faculty of Science at the University of Windsor and must be qualified to fulfil the duties and responsibilities of Associate Dean as stipulated in Schedule A of [Senate Bylaw 8](#). The successful candidate must also have the vision and skills to support an increase in the quality and diversity of high impact experiences across the Faculty of Science, departments, schools and programs therein.

The Associate Dean, Faculty & Student Engagement is an integral part of the academic leadership team in the Office of the Dean and will work closely with the Dean, Associate Deans, Heads/Directors in the Faculty of Science, as well as Administrators from other Faculties and University offices. The successful candidate will be responsible for developing, coordinating and promoting student and faculty participation in high impact learning experiences that support student recruitment and retention and strengthen student-faculty partnerships. This position will also oversee existing programs (USci Network, Science Academy, Career Fairs, Preparation for Academic Success in Science and LEAD medallion program) and must be committed to the development of new and innovative faculty and student engagement programs.

The Associate Dean will represent the Faculty and the Dean on committees inside and outside the Faculty of Science, undertake other tasks and special assignments essential to the smooth functioning of the Faculty of Science and may also serve as Acting Dean in the Dean's absence. The successful applicant will have a solid record of leading interdisciplinary teams in program development and student experience initiatives, collegiality, diplomacy, and tact, as well as familiarity with the Faculty of Science and its policies and processes. Preferred qualifications include prior administrative experience with strong communication, organization skills, a record of acquiring internal and external funding for student engagement programs, and a commitment to teaching and learning excellence as well as student support initiatives.

**Application Requirements:**

- a maximum two-page letter of application demonstrating experience and ability;
- a detailed and current electronic curriculum vitae (E-CV);
- a one page statement of commitment to Equity, Diversity, Inclusion, and Decolonization (up to 1 page);
- a brief (2-3 page) statement of the applicant's vision for the role of Associate Dean of Science, Faculty & Student Engagement including proposals for faculty and student engagement programs, and;
- a minimum of two (2) letters of reference speaking to the candidate's experience and potential in faculty and student engagement. The letters need to be forwarded directly by the referees (including faculty, staff, students or student organizations) to the Dean at the email listed below.

Short listed applicants will be required to deliver an oral presentation for the Faculty of Science outlining their vision for the role. Only those applicants selected for interview will be contacted. The short-listed candidates may be invited to provide further information in support of their applications. To ensure full consideration please submit a complete application by **March 11, 2022**.

**Applications, Nominations and Reference Letters to be sent to:****Dr. Chris Houser, Dean, Faculty of Science****Phone: 519-253-3000 Ext. 3010; Email: [deanscience@uwindsor.ca](mailto:deanscience@uwindsor.ca)**

The University of Windsor is a comprehensive research and teaching institution with more than 16,000 students. We are a welcoming community committed to equity, diversity, inclusion, and accessibility in our teaching, learning, and work environments. In pursuit of the University's Employment Equity Plan, members from the designated groups (women, Indigenous/Aboriginal (First Nations, Métis, Inuit) persons, racialized persons/visible minorities, persons with disabilities, and persons of a minority sexual orientation and/or gender identity) are encouraged to apply and to self-identify. If you need an accommodation for any part of the application and hiring process, please notify the Faculty Recruitment Coordinator ([recruit@uwindsor.ca](mailto:recruit@uwindsor.ca)). Should you require further information on accommodation, please visit the website of the Office of Human Rights, Equity & Accessibility (<http://www.uwindsor.ca/ohrea>). All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.