

Internal Call to Members of the Odette School of Business for Applications for the Position of Associate Dean, Programs

Position # 002603ADM60-2025-BUS

In accordance with [Senate Bylaw 8](#), the University of Windsor's Odette School of Business invites applications for the position of Associate Dean, Programs commencing July 1, 2025, for a three to five year term.

Located at one of Canada's major international intersections, the University of Windsor, considered to be Canada's most personal comprehensive university, plays a leading role in the future of the region and the Province of Ontario.

The Odette School of Business takes a balanced approach to research and teaching. The school offers varied degrees in business including an undergraduate Bachelor of Commerce Degree, a full-time MBA; an MBA for managers and professionals; an MBA-PAS (Professional Accounting Specialization); and a Master of Management in four subdisciplines (Data Analytics, Accounting and Finance, Human Resources, and Supply Chain Management). Approximately 1200 full-time, and 400 Master's-level students study at Odette. The Business School has strong contacts with business and other academic institutions. The School has recently completed an expansion strategy and has approximately 65 full-time faculty positions. The school has been AACSB accredited since 2015. For further information about the Odette School of Business visit our website at <http://www.uwindsor.ca/business>.

Reporting to the Dean of the Odette School of Business, the Associate Dean, Programs is responsible for the leadership and ongoing operations of all graduate and undergraduate academic programs at the Odette School of Business. The incumbent will work collaboratively with the decanal/executive team and will oversee the work of other Program Directors and/or Program Leaders that may be appointed to lead various Odette Programs. Activities associated with this position generally include:

- Lead activities related to the development, maintenance and improvement of curriculum, programs, and courses in the faculty, new academic programs, program revisions, combined or concurrent programs, college and university articulation, international programs, experiential learning, cooperative education, and exchange programs;
- Lead the development, revision, interpretation and execution of academic policies related to academic programs;
- Take an active role in implementing and advancing the school's Equity, Diversity, Inclusion, and Indigenization (EDI) Strategy;
- Oversee student academic integrity, student academic and non-academic misconduct and student behavioural intervention;
- In partnership with the Associate Dean, Academic, coordinate institutional quality assurance and assurance of learning activities;
- Coordinate and lead activities related to enrollment management, course offering, course schedule planning, in partnership with the Dean;
- Initiate the development, maintenance and improvement of student services associated with information, admission, student orientation, university and college transfers, course equivalencies, course sequencing, academic advising, registration, withdrawal, academic accommodation, grade appeals, makeup exams, aegrotat, student progression, retention, academic standing, degree audit, graduation, academic support, career planning, and student employment;
- Complete special projects and tasks as assigned by the Dean;
- Represent the Dean and the School from time to time with various constituencies, especially with business leaders, alumni, and senior University Administrators;
- Attend meetings on behalf of the Dean, when appropriate.

The preferred candidate must hold a rank of Associate Professor or Full Professor and has an established track record as an academic administrator as an Associate Dean/ Program Director/Discipline (Department) Chair and/or a track record in teaching and service suitable for a senior administrative position. The successful candidate will have the ability to work well with Area Chairs, Program Directors, and individual faculty in implementing the school's mission and strategy with the various academic disciplines and individual faculty members. The successful candidate must possess a demonstrated track record of working in a collegial manner with the decanal team, faculty, students, and staff. Upon appointment as Associate Dean, Programs, the successful candidate will have a reduced teaching load for the duration of their administrative term(s).

This hire aligns with the bold imperatives of the University of Windsor strategic plan, [Aspire: Together for Tomorrow](#), ratified Spring 2023. The University embraces a people-first philosophy grounded in a culture of academic excellence and deep belonging. Among key strategic priorities are advancing the journey towards truth and reconciliation; building a [just, equitable, diverse, and inclusive university](#); ensuring a high-quality teaching, learning, and student experience; engaging in impactful research, scholarship, and creative activity; fostering a safe, welcoming, and sustainable campus; and engaging in local and global partnerships. The University has already made significant strides on many of these key files, and we are seeking applicants interested in working alongside us to advance them even further. Driven by the University's commitment to anti-racism, the [Black Scholars Institute](#) was established in 2023 supported by a historic [cohort hiring initiative](#) that has brought thirteen Black scholars to UWindsor across several of our faculties. The recent cohort of new faculty joining the University (over 50) is among the most diverse in our history.

Our campus is situated on the traditional territory of the Three Fires Confederacy of First Nations: the Ojibwa, the Odawa, and the Potawatomi. We are making steady progress on the [Indigenization](#) of academic programming, an Indigenous Strategic plan, and a cohort hire of Indigenous faculty in 2018-19 followed by additional hiring. Our students mirror the extraordinary cultural richness of our region, one of the most diverse in all of Canada. And we have strong global partnerships and commitments, which are reflected in the increasing number of graduate and undergraduate students we attract from across the world. The University is a signatory to the Scarborough Charter and participates in the Federal 50/30 Challenge.

The University of Windsor is a Canadian public, comprehensive research university enrolling 15,676 students, including 4,709 graduate students. It offers more than 280 academic programs and certificates, including 70 master's and doctoral degrees across its nine faculties: Arts, Humanities, and Social Sciences; Business; Education; Engineering; Graduate Studies; Human Kinetics; Law; Nursing; and Science. It also houses a medical program through the Schulich School of Medicine and Dentistry at Western University. Tenured and tenure-track faculty number about 600.

Application Requirements

- a letter of application;
- a curriculum vitae;
- commitment to Equity, Diversity, Inclusion, Decolonization and Indigenization will be assessed through applicant's cv;
- a statement describing your vision and goals for the position during the next three to five years; and
- three (3) contacts for references. These referees will be contacted only for shortlisted candidates.

The short-listed candidates may be invited to provide further information in support of their applications. To ensure full consideration, complete an **online application** (<http://www.uwindsor.ca/facultypositions>) found on the job advertisement by **February 5, 2025**. Applications may be considered after the deadline date; however, acceptance of late submissions is at the discretion of the appointments committee.

**Any questions may be sent to:
Dr. Ashish Mahajan, Interim Dean, Odette School of Business,
Phone: 519-253-3000 Ext. 3091**

In pursuit of the University's commitment to employment equity, 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.

For an accommodation for any part of the application and hiring process, please notify the Faculty Recruitment Coordinator (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. Canadians and permanent residents will be given priority. This position is subject to final budgetary approval.