Principal - University of Saskatchewan Prince Albert Campus

Role Description

Primary Purpose
The University of Saskatchewan Prince Albert campus hub which was opened in 2020 marked a significant milestone in the University of Saskatchewan's commitment to Indigenous and northern education, research, scholarly and artistic works ('research'), and community engagement. The campus provides expanded learning opportunities and world-class research initiatives to communities in northern Saskatchewan. As the university looks to the future and reflects on the history of USask in Prince Albert, it is crucial to build on the progress made by appointing a dedicated Principal to lead the campus' continued growth, and the contribution of the campus to USask’s vision:

"We will contribute to a sustainable future by being among the best in the world in areas of special and emerging strengths, through outstanding research, scholarly, and artistic work that addresses the needs and aspirations of our region and the world, and through exceptional teaching and engagement. We will be an outstanding institution of research, learning, knowledge-keeping, reconciliation, and inclusion with and by Indigenous peoples and communities."

The principal will have three core responsibilities, to be achieved within the two years of appointment:

- Develop a comprehensive strategic plan that aligns the Prince Albert campus with the university's overarching goals and priorities. This plan will facilitate the campus's growth and expansion in research, teaching, and engagement.
- Campus Development Plan: The principal will oversee the development of a plan that addresses the campus's physical infrastructure, resources, and technology needs, ensuring a conducive learning and research environment.
- Formalize relationships with the city and communities: The Principal will forge a formalized partnership with the city of Prince Albert, fostering collaborative initiatives and mutually beneficial programs that contribute to the overall development of both the campus and the community; and continue to build and expand existing community partnerships to advance research, learning, knowledge-keeping, reconciliation, and inclusion with and by Indigenous peoples and communities.


The principal supports the senior leaders in ensuring delivery, research, and engagement through the USask PA Campus, and the long-term sustainability of USask PA. As a key leader at the University of Saskatchewan, the principal is a member of the Provost and Vice-President Academic’s Leadership Team, and reports to the Deputy Provost.

Education and Experience
The USask PA principal is an out-of-scope senior academic with an established reputation as a leader in the university sector. PhD or terminal degree is required, along with a strong record in research and teaching, preferably relevant to the role itself.
It is preferred that the principal be available to be located, for the majority of the appointment period, in the Prince Albert region. Knowledge of and experience in the region and the surrounding communities will be considered an asset.

The individual must possess progressive experience in an academic environment with recent experience at a leadership level, relevant to the role of principal USask PA. The principal must have genuine interpersonal skills, be solution-focused, and demonstrate a strong understanding of the principle of collegiality.

Demonstrated success in developing a plan and leading people to achieve exemplary performance and outcomes is essential as is a high level of proficiency in all the personal effectiveness and relationship building competencies. The individual must possess a proven track record of successfully promoting a working environment that rewards new ideas and innovation, builds collaborations, encourages teamwork, and promotes diversity.

Strong communication skills, the ability to work effectively with Indigenous and diverse internal and external constituencies, and to collaborate across a wide range of academic disciplines and organizations are essential. The principal will act in the best interests of the portfolio of the provost and vice president academic and serve the needs of the entire institution.

Experience in mentorship of team members, enabling them to be effective in varying contexts of the USask environment is also expected. Experience in taking action against discriminatory or racist behavior in academic spaces, institutional structures, policies and/or processes is an important asset.

**Accountabilities**

The principal is accountable for the following outcomes:

<table>
<thead>
<tr>
<th>Accountabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planning and Strategy</strong></td>
</tr>
<tr>
<td>The principal plays a leadership role in developing the vision, systems, and initiatives necessary to realize USask PA's contribution to the university’s vision.</td>
</tr>
<tr>
<td>The principal leads a pan-institutional engagement process to develop a strategy and decision support service for USask senior leaders at USask PA in areas of special and emerging strengths at USask PA, through outstanding research, scholarly, and artistic work that addresses the needs and aspirations of our region and the world, and through exceptional teaching, research and engagement. USask PA will be an outstanding campus of research, learning, knowledge-keeping, reconciliation, and inclusion with and by Indigenous peoples and communities.</td>
</tr>
<tr>
<td>Reporting to the Deputy Provost, the principal leads the USask PA community, stakeholders, senior leadership forum members, and wider university community to:</td>
</tr>
<tr>
<td>- develop a comprehensive strategic plan that aligns the Prince Albert campus with the university's overarching goals and priorities. This plan will facilitate the campus's growth and expansion in research, teaching, and engagement.</td>
</tr>
<tr>
<td>- Campus Development Plan: The Principal will oversee the development of a plan that addresses the campus's physical infrastructure, resources, and technology needs, ensuring a conducive learning and research environment.</td>
</tr>
<tr>
<td>- formalize relationships with the City and communities: The Principal will forge a formalized partnership with the city of Prince Albert, fostering collaborative initiatives and mutually beneficial programs that contribute to the overall development of both the campus and the community; and to advance research, learning, knowledge-keeping, reconciliation, and inclusion with and by Indigenous peoples and communities.</td>
</tr>
</tbody>
</table>
The principal coordinates strategic work and projects to ensure they contribute significantly and measurably to USask PA setting the standard in learning, research, scholarly and artistic works, and community engagement.

The principal builds relationships and collaborations with satellite campuses in the U15, for the purpose of sharing promising practices in developing such campuses.

**Resource Allocation Alignment**

The principal assists with the implementation of integrated plans that support university strategy.

The principal serves leaders across the institution to ensure the long-term growth and sustainability of USask PA and its resources.

**Academic Strategy**

The principal oversees processes that support the implementation of the university’s academic strategy and other initiatives at USask PA. The principal is engaged with flexible learning initiatives and other strategic enrolment management projects that intersect with and promote the success of those studying at the PA Campus.

The principal ensures advice is provided and actions at USask PA are taken consistent with the oophahotân | oohpaahotaan strategy; will engage in practices that contribute to plans associated with the University 2025 plan such as the Sustainability Strategy; and will take action at USask PA aligned with the university’s Equity, Diversity and Inclusion Policy and framework for action.

**People Leadership**

The principal is responsible for the performance of USask PA by providing support to leaders and staff at that campus.

The principal provides direct reports with development goals, mentorship, coaching and performance feedback, supporting professional growth and managing performance.

**Institutional Leadership**

As an institutional leader, the principal will:

- envision and establish a comprehensive strategic plan, a campus development plan, and formalize relationships with the City and communities.
- lead strategy development, and operations respectfully and collaboratively;
- oversee the allocation and tracking of funds allocated to USask PA;
- lead institutional one-time projects identified as necessary for USask PA;
- identify and proactively manage key institutional risks for the university, assess progress of institutional work and where barriers exist, and make recommendations on how these may be addressed; and
- conduct regular reporting through project and university governance processes and groups and ensure compliance with university policies and regulations, provincial and federal laws and regulations pertaining to the portfolio.

In each of these accountabilities, it is expected that the principal will:

- provide credible and complete information and identify opportunities, issues and risks to Deputy Provost and relevant committees as appropriate;
- implement and maintain an effective system of checks and balances regarding financial management and assets, which include general safeguarding and stewardship of all resources (financial, physical, and human resources);
- model accountability and transparency of activities, information, and reports;
- be an exceptional communicator. The principal communicates regularly with colleagues within the university and broader community to share relevant information, progress on initiatives, and supports others’ success and improve relations;
- collaborate with institutional leaders and staff across portfolios to understand, advise on and support their goals; and
- establish successful and supportive partnerships and relationships across campuses, regionally, nationally and internationally for the purpose of informing and guiding projects and processes relevant to the success of USask PA. This includes relationships with the business community (not-for-profit and non-governmental organizations) and industry.

### Well-being leadership

- demonstrate well-being as a leader, through practices attentive to health, well-being, and life-long learning; and
- take action against discriminatory or racist behavior in our academic spaces, institutional structures, policies and processes.