The University of Saskatchewan is on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of this place and reaffirm our relationship with one another.

The Deputy Provost is a senior academic administrator of the University that forms part of the Provost Executive and provides leadership for the Provost and Vice-President Academic towards the overall performance of the academic portfolio and operation of the Office of the Provost and Vice-President Academic.

The Deputy Provost will be pivotal in the fulfilment of the University 2025 plan that enables the bold ambition of USask faculty, staff and students to be the university the world needs. Reporting to the Provost and Vice President Academic, and working in close partnership with Academic Vice-Provosts, Associate Provosts, and Deans, you will foster our progress towards the five areas of impact to which we aspire: Transformative Decolonization Leading to Reconciliation, Productive Collaboration, Meaningful Impact, Distinguished Learners, Global Recognition; and optimize policies, systems, and programs aligned with institutional priorities. A key focus is our current academic mission: to advance our academic role and aspirations, within our means.

The responsibilities of the Deputy Provost, as directed and delegated by the Provost and Vice-President Academic, are diverse and multifaceted. The portfolio includes understanding and developing plans for change in both the academic and non-academic area, advancing evidence-informed decision-making through overseeing the Office of Institutional Planning and Assessment, and responsibilities for Equity, Diversity and Inclusion, and our Sustainability Strategy. As a leader, this role will have direct supervision over senior administrative positions to be determined by the Provost and Vice-President Academic. The combined portfolio will help ensure that as we move forward as a university our actions reflect the deep roots of the principles of our University 2025 Plan: sustainability, creativity, diversity, connectivity.

The Deputy Provost is the senior member of the Provost’s team and operates in a demanding, but highly rewarding, academic environment that requires a focus on multiple priorities. The Deputy Provost proactively handles these challenges in the context of a strong team ethic, collaboration, competing demands and limited resources. Communication that is empathetic, transparent, responsive is of paramount importance. The needs of the position call for the highest level of competency, integrity, creativity, energy, commitment, and character in the individual.

Nature of Work:

In this newly created role, the Deputy Provost will work with the Provost on strategic academic objectives and lead strategic initiatives to accomplish them. This responsibility includes advising and representing the Provost and Vice-President Academic by performing executive and administrative duties of considerable scope and complexity. The position is collaborative in nature and will work closely with the President and President’s Executive Committee, the Vice-Provosts, Associate Provosts, Deans, Executive Directors, and other key senior administrative and academic leaders and stakeholders, both internal and external to the institution to ensure that the goals set forth under the University 2025 Plan are achieved.

The Deputy Provost will provide crucial expertise and oversight to the conceptualization, development and completion of a range of complex strategic initiatives that come out of the Office of the Provost and Vice-President Academic. In particular, responsibilities will include coordinating and supporting delivery on the
academic agenda, with our financial realities. The Deputy Provost serves as a principal participant in the strategic and operational plans that shape and develop the University and guide the allocation of resources relative to these plans and related policies.

The Deputy Provost will act as the Provost and Vice-President Academic’s delegate as necessary and will assume the role of acting Provost and Vice-President Academic in the absence of the Provost and Vice-President Academic. This position will be a member of Deans’ Council and at times will be called upon to chair and lead this group or serve as the representative of the Provost and Vice-President Academic on other committees. The position will be an important liaison in communicating and collaborating with administrators, faculty, students, and other constituents of the University. The Deputy Provost will provide leadership and support vital to advancing the University’s Mission, and University Plan 2025 ambition to be the university the world needs.

**Accountabilities:**

**Strategic Planning, Budgeting, Resource Allocation and Projects**

- Supports the Provost and Vice-President Academic in ensuring strategic and operational plans are in place for the colleges and direct-reporting administrative units, to advance the University’s Mission and deliver on the commitments, goals, and aspirations of the University 2025 plan, along with related strategies.
- Fosters an environment of innovation, collaboration, knowledge translation and community engagement by successfully leading and building organizational capacity for change.
- Leads the Office of Institutional Planning and Assessment (IPA) in the provision of the University planning and budgetary process.
- Supports the Office of the Provost with the development of creative solutions to advance our academic mission, within our means including resource challenges, ensuring financial sustainability.
- Represents the University and the Office of the Provost and Vice-President Academic on special initiatives and taskforces as directed by the Provost, at the provincial, national, and international levels.

**Academic Programming and Learning**

- Provides leadership to the management of academic affairs on behalf of the Provost and Vice-President Academic, maintaining criteria and mechanisms for periodic review of academic programs.
- Provides leadership in academic programming and learning that supports outcomes as “an outstanding institution of research, learning, knowledge-keeping, reconciliation, and inclusion with and by Indigenous peoples and communities” (USask Vision).
- Provides leadership in support of quality assessments at all levels within the University and supports a coordinated approach to the administration of academic programs and academic affairs.
- Supports the development of innovative, leading-edge, teaching practices, and academic programs, that contribute to the University’s aspiration of global recognition as “a university that sets the standard in learning, research, scholarship, creativity, and community engagement” (University 2025 plan).
- Provides oversight and support of the University’s leadership in learning, teaching, student experience, and “distinguished learners” (University 2025 plan) on behalf of the Provost and Vice-President Academic, including in northern Saskatchewan. Supports delivery on academic dimensions of university policy and strategies including the EDI policy, and Sustainability Strategy.
- Strengthens evidence-informed planning and decision-making in academic affairs, notably through overseeing Institutional Planning and Assessment.
- Strengthens communication throughout all levels of academic affairs, including the University’s governance framework.
Leadership, People and Environment

- Ensures that projects related to academic affairs, the University 2025 Plan, and Mission that are delegated by the Provost and Vice-President Academic, are developed, monitored, deliver outcomes, and are completed in the best interests of the University.
- Demonstrates and promotes leadership consistent with the concept and practices of nīkānītān manācitowinhk | ni manachihitoonaan (“Let us lead with respect”) (University 2025 plan), and the University’s values.
- Fosters a university environment in which “Indigenous concepts, methodologies, pedagogies, languages, and philosophies are respectfully woven into the tapestry of learning, research, scholarship, creativity, and community engagement” (University 2025 Plan).
- Encourages colleagues, faculty and staff to participate in initiatives and activities that dismantle racism and discrimination in institutional structures, policies and processes that contribute to inequalities faced by marginalized groups.
- Interprets and applies collective agreements and labour legislation with respect to the administration, allocation and reallocation of human resources and direct reports.
- Supports leadership in academic units by assisting in mentoring Deans, Associate Deans and other academic administrators, towards excellence as leaders succeeding in their responsibilities.
- Mentors direct reports and supports their success within their required level of accountability, and meeting high standards of performance. Ensures accountability for high standards of performance and outcomes, and exercises authority to initiate and recommend disciplinary and resolution actions, consistent with University processes.
- Communicates regularly with colleagues in multiple modes, within the university and broader community to share relevant information, support each other’s success, strengthen the University’s reputation regionally and internationally, and advance the University’s Plan and Mission.

Risk Management

- Within the context of change, fosters and promotes a culture of responsible risk taking.
- Incorporates the identification, assessment and management of risks in planning processes.
- Manages projects effectively, identifying critical success factors, accountabilities, and ensuring transparency of activities and outcomes.
- Communicates and ensures compliance with university policies and practices, provincial and federal laws and regulations, collective agreements, ethics standards and protocols.
- Ensures that the activities, information, and reports being developed out of the portfolio of the office are accountable and transparent.
- Ensures high standards with respect to health and safety.

Qualifications:

Education and experience

A PhD (or equivalent) with success in academic relevant areas, including teaching, research, scholarly, and artistic work and a strong record of relevant professional practice experience. At least 10 years of progressive leadership experience in an academic environment and recent experience at a senior leadership level. Demonstrated success in leading people to achieve exemplary performance and outcomes is essential. A high level of proficiency in personal effectiveness and relationship building competencies is vital. Experience working with diverse stakeholders and communities is required. Must possess knowledge and understanding of strengths and issues (including cultural, socio-economic and other factors) affecting Indigenous peoples, and an awareness that uplifting Indigenization and Indigenous engagement are strategic priorities at the University. Demonstrated track
record of leadership success, and relevant and demonstrable experience in leading change is required. Knowledge of university governance, policies, procedure, and administrative structures is required.

Skills

- Abilities in senior University leadership including accountabilities in strategic planning, budgeting, resource allocation and projects, academic programming and learning; leadership, people and environment; and risk management.
- Ability to provide high level leadership and be effective in interactions with senior leaders across the University and outside of the University.
- A skilled communicator with the ability to establish and maintain effective, respectful relationships to ensure a culture of collaboration.
- A proven influential leader who appreciates and encourages innovation in all forms.
- Outstanding academic credentials.
- An influential record of scholarship and University administration.
- A proven commitment to uplifting Indigenization to a place of prominence at the University of Saskatchewan, and transformative decolonization leading to reconciliation.
- A deep commitment to enacting equity, diversity, inclusion.
- Strong influencing, communication, negotiation, and advocacy skills, with the ability to motivate, influence and gain commitment.
- An exceptional listener and communicator in diverse modes, whose balanced approach and thoughtful manner as a leader grows mutual respect, and trust with colleagues.

Commitment to Institutional Competencies

- Engage: committed to advancing the aspirations of the people of the university, province, and beyond
- Include: building a welcoming and accessible place where diverse students, faculty and staff feel a sense of belonging
- Collaborate: intentionally seeking relationships across teams, disciplines and capacities to achieve results
- Advocate: developing and supporting each other, innovative ideas, and Indigenous knowledge in pursuit of the university’s strategic priorities