Queen's University invites nominations, applications, and expressions of interest for the position of Vice-Provost and Dean, School of Graduate Studies with the appointment to be effective July 2018.

One of Canada's leading universities, Queen's has a long-standing reputation for academic excellence, impactful research, student experience and leadership, and engaged alumni. The ongoing 175th anniversary year has been marked by a Nobel prize, substantial funding for a state of the art Innovation and Wellness Center to be opened in 2018, and a CFREF grant. Situated on the traditional lands of the Haudenosaunee and Anishinaabe peoples, Queen's University is in historic Kingston, at the crossroads of Montreal, Toronto, and the nation's capital, and within close proximity to the U.S. border. For additional information about Queen's, please visit www.queensu.ca.

Queen's is the destination of choice for graduate and professional students, offering over 125 graduate programs in six academic faculties as well as interdisciplinary and cross-faculty programs. With the second highest proportion of full-time graduate students among Ontario research-intensive universities, Queen's has more than 4,500 graduate students; 23% are international and come from over 70 countries around the world. With $34 million in graduate student funding and over 20 research groups, centres and institutes, Queen's is a vibrant community that offers a transformative graduate experience supported by professional development and academic workshops, resources and services. Additional information is available at www.queensu.ca/sgs/home.

Reporting to the Provost and Vice-Principal (Academic) and working in conjunction with Faculties and Schools, the Vice-Provost and Dean, School of Graduate Studies will provide strategic direction, academic planning leadership and administrative oversight to achieve the highest possible standards in graduate education and research. Committed to the success and development of the graduate mission of Queen's, the Vice-Provost and Dean will work with a team of close to 20 full-time staff members to successfully manage the financial, administrative and human resources of the School of Graduate Studies, while collaboratively engaging with a variety of internal and external partners to further enhance the stature and resources of graduate studies at Queen's.

The Vice-Provost and Dean will be an exemplary academic and creative leader with a strong commitment to serving the needs of a diverse graduate student population and promoting teaching, research, program development, and the overall reputation of the School of Graduate Studies. Candidates will possess an open and collegial style, outstanding management, communication and interpersonal skills, a creative approach to problem solving, and the ability to inspire a dedicated faculty and staff. With a proven record of academic and scholarly accomplishment, combined with progressive academic experience in graduate education, building collaborative teams, and in relating to a range of internal and external partners, the Vice-Provost and Dean will facilitate and enhance the endeavours of all areas of the School. The successful candidate will support the School and University's objectives in advancement and cultivate strong relationships with alumni.

The University invites applications from all qualified individuals. Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, racialized persons/visible minorities, Indigenous peoples/Aboriginal peoples, persons with disabilities, and LGBTQ+ persons. All qualified candidates are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents of Canada will be given priority. The university will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant’s accessibility needs. If you require accommodation for disability-related or other needs during the recruitment process, please directly contact Laverne Smith & Associates.

The Search Committee will begin consideration of candidates immediately and will continue until the position is successfully filled. Applications, including curriculum vitae, a letter of introduction and the names of three references (who will not be contacted without consent of the applicant) should be submitted electronically, in confidence, to the University’s executive search consultants:

Laverne Smith & Associates Inc.
QueensGraduate@laverne smith.com