

## **Queen's Doctoral Internship in University Administration (QDIUA)**

- **Job title:** Interdisciplinary Infrastructure Research Intern
- **Office/Department/Program:** Faculty Office, Faculty of Arts and Science
- **Number of positions:** 2

### **Brief description of your unit/organization**

The Faculty Office in the Faculty of Arts and Science provides support, resources and leadership for over 30 departments and programs that span the creative arts, social sciences, humanities, and physical sciences. One of the larger portfolios in the Faculty Office is undergraduate teaching and learning, where the office guides departments in pedagogy, curriculum development, and the structures that make new programs possible. Several administrative roles contribute to this portfolio, including the Associate Dean (Teaching and Learning), the Associate Dean (Academic), the Director of Student Services, and a large team of staff who provide leadership and expertise.

Equity, diversity, and inclusion, including anti-racism, decolonization, and Indigenous resurgence, is the first guiding principle in the Faculty of Arts and Science Strategic Plan. The Faculty aspires to be a thriving, equitable and inclusive scholarly community committed to innovative disciplinary and interdisciplinary research and teaching, and to engage collaboratively with multiple forms of knowledge that span local and global contexts.

Because the Faculty brings the arts and the sciences under one roof, it is well placed to make interdisciplinarity a strength rather than an exception. There are also several ongoing initiatives that seek to connect cross-faculty partners in interdisciplinary academic planning. Doing so depends on infrastructure: the appointments, budget models, governance, curricular pathways, spaces, and supports that allow colleagues in different units to work together over the long term. We are excited to offer a Queen's Doctoral Internship in University Administration that examines how institutions around the world build that infrastructure, and how our own units can create and employ it to innovate new programs, plans, and initiatives.

### **Intern responsibilities and learning outcomes**

#### **Summary**

The intern will assist the Associate Deans in researching how post-secondary institutions support interdisciplinary work across the arts and sciences, and in applying that research with units within the Faculty of Arts and Science. The work has two connected parts: an international environmental scan of interdisciplinary infrastructure, and a unit-level project that uses the findings to help departments and programs develop new collaborative programs, plans, and initiatives. Both parts will inform Faculty-level decisions about how to support interdisciplinary work.

### **Project 1: International scan of interdisciplinary infrastructure**

We seek an environmental scan of where interdisciplinary teaching, learning, and research across the arts and sciences is taking place in post-secondary institutions, with an international scope that includes Ontario and Canada, and extends to other regions. The scan should look beyond the existence of interdisciplinary programs to the infrastructure that supports them, and should help us understand which models appear to be working. Questions include:

- **Where:** Which institutions, regions, and types of institution have made interdisciplinarity across the arts and sciences a visible part of their work?
- **What structures:** How are these initiatives organized? Examples to explore include institutes and centres, shared or cross-appointed faculty, jointly governed programs, shared curricular frameworks, college or school models, and cross-disciplinary core courses.
- **What supports:** What budget and resource-sharing models, governance arrangements, staffing, space, seed funding, and recognition in hiring, tenure, and promotion enable collaboration?
- **What success looks like:** What evidence exists of sustainability, student enrolment and outcomes, faculty participation, and institutional evaluation, and what barriers or lessons do institutions report?

The intern will develop a structured data set of institutions and initiatives, a typology of infrastructure models, and a set of in-depth case studies selected in consultation with the Associate Deans.

### **Project 2: Facilitating interdisciplinary collaboration across units**

We also want to bring units together around a project that facilitates interdisciplinary collaboration at the unit level, with the aim of creating new programs, plans, and initiatives. Drawing on the scan, the intern will help design and carry out a process, such as consultations, conversations, or workshops, that brings together interested departments and programs to identify shared interests, obstacles, and opportunities. The intern will work with the Faculty Office to translate what they learn into practical, usable outputs for units, including a summary of unit perspectives and a toolkit or set of recommendations for initiating and sustaining collaborations.

### **Key responsibilities**

- Develop a research plan and a consistent framework for identifying, selecting, and comparing interdisciplinary initiatives across institutions and regions.
- Collect and verify information from institutional websites, policy and governance documents, strategic plans, program reviews, published scholarship, and, where appropriate, direct contact with staff at other institutions.
- Organize findings into a structured data set (for example in Excel) and develop a typology of infrastructure models.
- Prepare in-depth case studies of selected initiatives, covering structure, resourcing, governance, aims, and reported outcomes.

- Liaise with Faculty Office staff to work through institutional terminology and to identify units and colleagues interested in participating in the unit-level project.
- Help design and facilitate consultations or working sessions with units, and document what units identify as needs, barriers, and opportunities.
- Synthesize scan and consultation findings into written reports, briefing materials, and a practical toolkit or recommendations for units and Faculty leadership.
- Present interim and final results to the Associate Dean (Teaching and Learning), the Associate Dean (Academic), and other Faculty Office leaders, and incorporate feedback.

## **Learning outcomes**

During this internship, the intern will further develop the ability to:

- Develop and carry out a research plan that addresses a complex institutional question
- Analyze qualitative and quantitative information from diverse institutional contexts and synthesize it for decision-makers
- Understand how academic structures, budget models, and governance shape what is possible in curriculum and program development
- Facilitate conversations among colleagues from different disciplines and gather, assess, and act on their feedback
- Communicate research findings clearly to audiences with varied expertise, in writing and in presentations
- Represent the University in a professional capacity when communicating with other institutions
- Coordinate a project through the design and execution of project plans and work plans
- Use an EDII and decolonization lens when analyzing evidence and making recommendations
- Work independently in a highly collaborative team environment
- Assess work performance and skills development, as well as future career development goals

## **Desired qualifications**

### **Required:**

- Current enrolment in a doctoral program at Queen's University, in any discipline
- Experience designing and carrying out research, including identifying and evaluating sources
- Ability to synthesize information from multiple sources, in qualitative and quantitative forms
- Strong written and verbal communication skills
- Leadership skills; ability to confidently lead a group of educators in workshops
- Time management and organizational skills, with experience working independently on tasks within a set timeframe
- Experience working in a team-based environment
- Proficiency with standard applications such as Word, Excel, Teams, and Outlook
- Demonstrated commitment to principles of equity, diversity, accessibility, inclusion, Indigenization, and human rights for equity-deserving groups; respects diversity and promotes inclusion in the workplace

### **Additional assets:**

- Experience with interdisciplinary research, teaching, or collaboration
- Experience with qualitative methods such as interviewing, focus groups, or facilitation
- Familiarity with how universities are structured and governed, including curriculum, budget, and appointment processes
- Experience preparing case studies, comparative analyses, or policy briefs

### **Mentorship and exposure**

The Faculty of Arts and Science is excited to welcome doctoral interns to our team. Along with the projects and responsibilities described above, the intern will be exposed to senior leaders and staff within the Faculty through participating in and helping to facilitate relevant meetings and working sessions, including leadership meetings where research on interdisciplinary infrastructure is connected to decisions about programs and curriculum. Through biweekly mentorship and coaching conversations with their supervisors, the interns will learn more about academic administration and policy-making, and will build specific knowledge and skills related to career development practice.