



ASSOCIATE DEANS

The Faculty of Graduate and Postdoctoral Studies

UBC Graduate and Postdoctoral Studies (G+PS) invites expressions of interest in joining the unique team at the Faculty. Supporting more than 11,000 graduate students and more than 1,300 postdoctoral fellows each year, our Faculty strives to make meaningful contributions to the nature and structure of graduate and postdoctoral education. Our leadership team is looking for faculty members interested in enhancing the role we play in graduate and postdoctoral education and would welcome conversations with individuals in discussing and establishing areas of focus under the broad portfolios of graduate student and postdoctoral funding, student support, and supervisor professional development.

In addition to portfolio-specific duties, incumbents would be expected to actively participate in unit leadership, university advocacy and strategic decision-making as part of the leadership team. At this time, we envision time commitments of between 0.2 and 0.5FTE (1 to 2.5 days per week), depending on the individuals' availability and interest in scope of role.

General roles and responsibilities:

- Contribute to ongoing strategic discussions as part of the G+PS leadership team
- Serve on, contribute to, and/or lead university-wide committees dedicated to enhancing graduate education and postdoctoral training
- Work with graduate program leadership across campus to provide support and enhance the graduate ecosystem at UBC

Possible portfolio foci:

1) Graduate student and postdoctoral funding:

- Provide leadership on the design, review and re-design of university-wide graduate student funding structure(s)
 - Monitoring of current funding data and providing reports on trends to university leadership
 - Consideration of possible re-structuring of funding, design and costing of new funding proposals, implementation of new funding
 - Consideration of students' requests, mostly exceptions to various policies, etc.
- Engage with graduate programs to advise on effective, creative, and efficient funding approaches
- Engagement with funding bodies external to UBC, both provincially and nationally
- Chair and/or participate in the adjudication of UBC graduate student funding competitions



- Regular competitions with committees (eg. Vanier, Indigenous Graduate Fellowship, Wall Awards, Killam, Friedman Health scholars, Governor General's Gold Medal, etc.)
 - Preparation for meetings, including determination of eligibility in case of exceptions
 - Recruitment of adjudicators
 - Chair the Graduate Scholarships Committee
 - Fundraise to grow available funds to support graduate students and postdoctoral fellows
- 2) Supervision and student support:
- Elevate supervision as a pedagogical format at UBC and work with campus partners (eg. CTLT, Vice-Provost Teaching and Learning, disciplinary Faculties) to develop and enhance supervision expectations across campus
 - Design and deliver student- and/or faculty-facing workshops focused on enhancing supervision competency and awareness of various supervision responsibilities
 - Provide input on cases involving conflict between graduate students and their supervisors
 - Regular exchange with G+PS colleagues to be informed/provide a sounding board on, on-going cases
 - Participate in occasional meetings with students, supervisors, graduate advisors, Faculty Relations, and/or others regarding on-going cases
 - Prepare for, and participate in, any appeals processes related to graduate student supervision

To be considered for one of these leadership roles, individuals will have a history of involvement in graduate student supervision and must have a tenured faculty appointment at the rank of Associate Professor or Associate Teaching Professor or higher at the University of British Columbia, Vancouver campus. Experience in leadership and graduate and/or postdoctoral administration would be an asset, while recognizing that this experience could come from formal (graduate advisor, etc.) or informal (mentorship, etc.) ways.

Questions about this position may be directed to the Dean, *pro tem*, Dr. Michael Hunt. To register your interest in this position, please email [Dr. Michael Hunt](mailto:Dr.Michael.Hunt@ubc.ca) with the following attachments: 1) your UBC CV, and 2) a statement of interest for this position.

We will assess applications beginning January 6, 2025, with an expected start date of February 1, 2025.