

Job Advertisement

Director, Faculty Relations

Algoma University

Location: Brampton, ON or Sault Ste. Marie, ON

Department: People and Culture

Reference #: MG-18470

About Algoma University

Since its establishment in 1965 as Algoma University College in Sault Ste. Marie, Algoma University has increasingly assumed a national leadership role in supporting the university sector's response to Truth, Healing and Reconciliation. Algoma's [Special Mission](#) is guided by the 7 Grandfather Teachings and [Honoring Commitments](#), and is twofold in nature:

- a. to be a teaching-oriented university that provides programs in liberal arts and sciences and professional programs, primarily at the undergraduate level, with a focus on the needs of Northern Ontario; and to
- b. cultivate cross-cultural learning between Indigenous communities and other communities in keeping with the history of Algoma University and its geographic site.

With campuses located in Sault Ste. Marie, Brampton and Timmins, the tri-campus model that has emerged at Algoma University leverages the unique strengths, opportunities and broader community needs of each geographic location. Through this model, Algoma provides students with rich experiential learning experiences and research opportunities across liberal arts, sciences, and professional disciplines.

Algoma University is committed to being a welcoming, inclusive, safe, and respectful learning community; one that values the opportunities to learn from and with students, staff, and visitors from all parts of the world. Currently, Algoma University is home to over 5,000 students representing over 50 different countries, more than 430 full-time and part-time Faculty and over 150 support staff and administrative personnel.

Director, Faculty Relations

Reporting to the Chief Human Resource Officer (CHRO), the Director, Faculty Relations is responsible for providing advice, guidance and support on academic recruitment and on the administration of collective agreements. They are accountable for providing strategic advice and guidance to the Vice President Academic and Research (VPAR) and University and Faculty leadership on matters related to academic employment, interpretation of collective agreement provisions and policies affecting the academic employees of the institution.

The Director is responsible for analyzing trends in the management of Faculty and developing best practices and expert guidance in matters of discipline, grievances and conflict resolution. The Director is also accountable for the development and the application of various policies relating to the conduct of academic staff. The Director will oversee all Faculty and Academic Recruitment and Relations processes and records as well as the administration, coordination and selection of Deans and of the review of their performance.

Key Responsibilities

- Supports Academic leadership and Faculties in coordinating documentation required for requesting and obtaining approval of new Faculty positions (both full time and part time).
- Supports Academic leadership and Faculties in all aspects of the hiring processes including documentation of approved new positions, job description drafting, posting of positions, applicant tracking, reference checking, etc.
- Oversees part time Faculty hiring processes including job postings, issuance of contracts, ROFR assignments, maintaining seniority credits, workload tracking, ROFR evaluation, as well as training Faculty on these processes as may be required.
- Oversees full-time Faculty hiring processes including job postings, liaising with Faculty Appointment Committees, drafting and issuing contracts,
- Supports the decision-making process for new positions and hiring in alignment with applicable collective agreements and University policies, strategies and approval processes in place.
- Establishes best practices for Faculty relations issues pertaining to grievances/arbitration.
- Liaises with legal counsel, as appropriate and as directed, to identify options for resolution of issues and disputes and guides University leadership through the resolution process,
- Provides expert guidance to University leadership in grievance investigations and management. Monitors grievance activity to identify patterns and underlying issues. The incumbent is responsible for making recommendations to academic management on the appropriateness of Faculty disciplinary and non-disciplinary actions.
- Develops Memorandum of Agreement related to matters affecting the University and its relationship with the Faculty.
- Oversees the planning, coordination and scheduling of training and mentoring of all Faculty as part of the onboarding process including Faculty Orientation for full-time Faculty and part-time instructors, ensuring such training is planned and executed for all new Faculty each term.
- Supports Academic leadership in carrying out processes as required for conflict resolution, Faculty relations, investigations, onboarding and offboarding as it relates to Faculty that may be required from time to time.
- Develops and delivers training, workshops, and resource materials for Faculty, Academic Administrators and Staff pertaining to academic process and the academic life cycle
- Acts as a resource and as administratively supports Academic leadership in the processes involving the Peer Review Committee to ensure compliance with the Full-Time Collective Agreement. This may include supporting processes as needed for Pre-Tenure, Tenure, Promotion, Sabbaticals, Professors/Librarians Emeriti.

Minimum Qualifications

Education, Experience, and Skills

- Master's degree with specialization in Labour Law or Industrial Relations, Business Administration or Human Resources, with a minimum eight (8) years of experience as a member of an HR team in a diverse, multicultural workforce and complex public sector environment (preferably in post- secondary education), including but not limited to service-

based organizations and three (3) years in a leadership role, or an equivalent combination of education, training and experience required.

- Demonstrate a sound understanding of leadership and people management in an academic setting at a university.
- Experience managing collective agreements, academic processes and the academic life cycle preferably in a university environment.
- Demonstrated ability in using a consultative and collaborative approach in building relationships.
- Experience working with Indigenous communities, with demonstrated knowledge of Indigenous ways of knowing, understanding and being, considered an asset.
- Critical thinking, conflict management and project management skills.
- Excellent interpersonal skills to deal with a myriad of individuals and organizations.
- Ability to maintain privileged and confidential information.
- Ability to handle multiple assignments and prioritize activities in a fast-paced environment.

How to Apply

To express interest in this opportunity please apply online by clicking:

<https://meridiarecruitment.ca/Career/18470>

For more information about this exciting opportunity please contact Mark Gillis, Partner, at mgillis@kbrs.ca or Natalie Lagace, Senior Recruitment Specialist, at nlagace@kbrs.ca. If you require accommodation to participate in the recruitment process, please let Mark know.

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal opportunity employer. The university invites and encourages applications from all qualified candidates from equity-seeking groups, (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons) who may contribute to further diversification of our Institution. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection and/or assessment process to applicants with disabilities. The successful candidate, as a condition of employment, will be required to provide a Police Vulnerable Sector Check.

Algoma 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 in order to participate as a candidate in the recruitment process, please contact accommodate@kbrs.ca or Mark Gillis, Partner, at mgillis@kbrs.ca or Natalie Lagace, Senior Recruitment Specialist, at nlagace@kbrs.ca.