

**VICE PRESIDENT ACADEMIC AND RESEARCH
DIRECTOR, FACULTY RELATIONS
FULL-TIME PERMANENT POSITION
COMPETITION**

#207E24

Reporting to the Vice President, Academic and Research, the Director of Faculty Relations provides advisory and support services relating to the university's employment of academic staff, including faculty, librarians, clinical nursing instructors, sessional instructors, and senior academic administrators. Their advice and support encompass labour relations, academic compensation, promotion and tenure, and faculty hiring processes. Faculty Relations serves as the university's principal point of contact with the bargaining agent representing academic staff: the University of Prince Edward Island Faculty Association ("UPEIFA").

The Director is responsible for analyzing trends in Faculty Relations and developing best practices and expert guidance in matters of working conditions, grievances and conflict resolution. The Director is also accountable for the development and the application of processes relating to the activities of academic staff. They will oversee all faculty and academic recruitment and relations processes, resource planning, leadership development and other support of academic administrators, performance evaluation, spousal / partner employment support, and other related duties.

What we offer:

- Flexible work arrangements
- Comprehensive Health and Dental
- Post Retirement Benefits
- Tuition Waivers
- Health and Wellness on Campus available to staff
- Professional Development Opportunities

RESPONSIBILITIES:

Academic Staff Relations

- Provides expert advice that supports the strategic direction of the University as it relates to academic staff relations.

Collective Bargaining

- Leads collective bargaining with the University of Prince Edward Island Faculty Association.
- Provides leadership to the collective bargaining committee and leads the administrative process for bargaining.
- Conducts research and stays up to date with trends and data analysis in Canadian academic labour relations.

Collective Agreement Compliance, Administration, and Reporting

- Administration of Collective Agreements (Bargaining Units #1 and #2).
- Provides expert advice on legal and regulatory compliance processes.
- Establishes best practices for Faculty Relations issues pertaining to grievances/arbitration.
- Investigates and pursues options for informal conflict resolution in collaboration with Department Chairs and Deans.
- Oversees the procedures of relevant policies in liaison with their associated other offices, including Human Resources, Fair Treatment Office, and legal counsel where required.
- 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.
- Oversees an efficient and robust process of records management for all matters pertaining to faculty relations.
- 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 Memoranda of Agreements related to matters affecting the University and its relationship with the UPEIFA.

Academic Recruitment and Faculty Appointments

- Oversees part-time Faculty hiring processes including job postings, issuance of contracts, maintaining records of sessional instructor hiring, and teaching credits, as well as training Faculty and academic administrators on these processes as may be required.
- Oversees full-time Faculty hiring processes including job postings, liaising with Selection Committees, their required EDI (equity, diversity and inclusion) training, and drafting and issuing contracts.
- Supports the planning and decision-making process for new and replacement faculty positions in alignment with applicable collective agreements and University policies, strategies and approval processes in place.
- Oversees a program of continual improvement in the administrative processes of hiring of sessional instructors, including access to University resources at the beginning of each semester, and receiving and signing contracts in accordance with the Collective Agreement.
- Administration and coordination of Dean selection and review processes.

Tenure, Promotion and Sabbatical

- Acts as a resource and administratively supports Academic leadership in the processes involving the Department, Library, and University review committees to ensure compliance with the Faculty Collective Agreement.
- Supports processes as needed for Pre-Tenure, Tenure, Promotion, and Sabbatical and other Leaves, for Faculty Members including Librarians.

Special Projects/Other

- Supports Academic leadership in carrying out processes as required for conflict resolution, Faculty relations, investigations, and onboarding and offboarding (exit interviews) as it relates to Faculty that may be required from time to time.
- 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, and ensuring such training is planned and executed for all new Faculty each term.
- Develops and delivers training, workshops, and resource materials for Faculty, Academic Administrators and Staff pertaining to academic processes throughout the academic life cycle.
- Assists the Vice-President, Academic and Research, in addressing strategic faculty issues that require planning, high-level attention, collaboration on initiatives arising from Deans Council, determining critical paths and resources required for success, and associated follow-up actions.
- Proactively develops initiatives that support faculty and academic administrator success and retention, including mentorship, leadership development, and spousal / partner employment orientation.
- Works collaboratively with Human Resources on issues related to medical accommodations, workplace relations, employee engagement and policy development.
- Works collaboratively with Human Resources, and Health, Safety and Environment in interpreting academic agreements and administering terms and conditions for all academic staff.

Supervision

- Responsible for the supervision of the Faculty Relations Officer.

QUALIFICATIONS:

- Minimum qualification Law Degree and licensed to practice law in a Canadian jurisdiction. An equivalent combination of education, training and experience will be considered.
- Master's degree with specialization in Labour Law or Labour Relations an asset.
- Knowledge of the post-secondary environment in Canada is required.
- A minimum of twelve (12) years of experience as a member of an HR or labour relations team in a diverse, multicultural workforce and complex working environment, and three (3) years in a leadership role.
- Experience in employment matters related to academic staff and collective agreements in a university environment considered an asset.

- A credible, collaborative, and consultative leader, capable of building strong, trusting relationships.
- Demonstrate a sound understanding of leadership and people management in an academic setting at a university considered an asset.
- Demonstrated ability in using a consultative and collaborative approach in building relationships.
- Demonstrated ability to align policies and operations with broader institutional goals.
- Networking skills - to facilitate internal and external relations.
- Relational assertiveness - someone who is effective in maintaining rules of order and other procedures in highly charged environments, while supporting individuals with compassion and empathy.
- Integrity and objectivity, with sound judgment combined with diplomacy and discretion.
- Decisiveness combined with a facilitative style and the ability to effectively explain decisions and bring clarity to complex issues.
- Excellent interpersonal and written communication skills with the capacity to communicate and collaborate effectively.
- Excellent use of technology for collaboration; strong computer skills, including Microsoft applications.
- Team player with the ability to work effectively with people having diverse backgrounds, styles, and abilities.
- Commitment to understanding UPEI's Mission, Vision and Values.

HOURS: 37.5 hours per week

SALARY: \$115,901 to \$128,507 per annum

CLOSING DATE: November 24, 2024

For more detailed information about **UPEI's Leadership Framework**, please [click here](#).

Please submit electronically a cover letter, quoting the competition number, a resume and reference list to be received no later than the closing date via the link posted on the UPEI Human Resources website (<https://www.upei.ca/hr/competition/207e24>) Applications will not be accepted via email.

If you are unable to apply online, you can drop off your resume to the Human Resources Department, Kelley Building, University of Prince Edward Island, 550 University Avenue, Charlottetown, PEI C1A 4P3, Fax Number (902) 894-2895.

UPEI is committed to equity, diversity, inclusion, and reconciliation and believes in providing a positive learning and working environment where every person feels empowered to contribute. UPEI is committed to the principle of equity in employment and encourages applications from underrepresented groups including women, Indigenous peoples, visible minorities, persons with disabilities, persons of any sexual orientation or gender identity, and others with the skills and knowledge to productively engage with diverse communities. If you require accommodation in any part of the process, please direct your inquiries, in confidence, to our HR Officer, hrofficer@upei.ca.

Only those applicants who are invited to an interview will be acknowledged.