



جامعة كالغاري في قطر  
UNIVERSITY OF CALGARY IN QATAR

## Associate Dean, Academic

The **University of Calgary** opened its first overseas branch campus with generous financial support from the State of Qatar and began delivering undergraduate nursing programs in 2007. Student enrolment has steadily increased during the years, and now the **University of Calgary in Qatar (UCQ)** offers several nursing education streams. Holding an honourable position as the only international nursing program in Qatar, UCQ is dedicated to ensuring that nurses are prepared to assume a key role in shaping the healthcare in the country.

To sustain its growth in promoting and increasing the profile of professional nursing practice in Qatar, the **University of Calgary in Qatar** is currently seeking an **Associate Dean, Academic**. The Associate Dean Academic (ADA) is an academic administrative appointment reporting directly to the Dean, Qatar Faculty of Nursing at the University of Calgary in Qatar (UCQ). The incumbent is responsible for a broad range of academic leadership and administrative responsibilities related to the strategic oversight and coordination of the academic programs and for faculty and student academic affairs. The ADA is a member of the UCQ Senior Leadership Team. An Administrative Assistant, who reports directly to the ADA, supports the position.

Ideal candidates should have a successful track record in teaching at University level and scholarly research, publications, and administration. Preference will be given to PhD prepared Educators with demonstrated experience leading teams or organizations, as well as demonstrated expertise in curriculum development and implementation, preferably in Nursing. Registration with a Canadian or other National Nursing Authority is required.

**The successful applicant will be appointed at the associate professoriate rank, and must be prepared to relocate to Doha, Qatar by mid-August 2021.** This is a two-year contract renewable upon mutual agreement.

### Position Description

#### Summary of Key Responsibilities (job functions include but are not limited to):

- 1. Provide strategic oversight for an ADA Office business plan that is in line with the University of Calgary in Qatar's Strategic Plan.**
  - Develop and execute a business plan for the ADA Office for the achievement of ADA Office strategic goals.
- 2. Provide strategic oversight for the operationalization of academic nursing programs.**
  - Leads the implementation of the academic nursing programs.
  - Chairs the Undergraduate Nursing Program Committee and the ADA Advisory
  - In collaboration with the Director of Student and Enrolment Services, ensure that the Faculty of University of Calgary in Qatar academic calendar remains current and accurate.

- Assist the Student and Enrolment Services Department with the assessment of courses and programs from other institutions
- Support the Associate Dean of Program Innovation and Quality with program development and evaluations, accreditations, and review processes.

**3. Provide strategic oversight for the support and management of faculty affairs.**

- Provide direction to the Undergraduate Coordinator, Practice Coordinator and Faculty and Student Support Coordinator
- Participate in the recruitment and appointment of full-time, limited term, and sessional UCQ faculty, support staff, and student hires.
- Facilitate the development and implementation of a comprehensive academic orientation program for new UCQ faculty and staff.
- Plan workload assignment for faculty, support staff and student hires.
- Evaluate faculty and staff through the UCQ performance review processes

**4. Provides the strategic oversight for the management of student academic affairs.**

- Attend to student academic matters related to student academic success and progression.
- Assist with matters related to non-academic discipline as directed by the Director of Student and Enrolment Services Department.
- Oversee the Student Success Initiative and student exchange programs.
- Oversee the management of the bookstore and program related academic resources.

**5. Assist in the development and implementation of all academic policies.**

- Collaborate with the Associate Dean of Program Innovation and Quality in the identification of academic policies for development or renewal
- Organize teams for the development and review of identified policy and procedure drafts.

**6. Conduct administrative responsibilities as assigned by the Dean.**

- Advise on the allocation of budget expenditures as delegated by the Dean.
- Plan and manage the ADA Office operating budget.

**Qualifications / Requirements:**

- PhD in nursing or related field preferably, Master's degree as a minimum
- Expertise in curriculum development and implementation
- An established record in an academic nursing environment utilizing administration and leadership skills.
- In-depth knowledge of program approval processes in the post-secondary and professional program contexts
- Knowledge of contemporary issues in the practice and scholarship of teaching and learning
- Excellent communication skills (written and oral)
- Ability to collaborate effectively in a team environment
- Excellent project management and prioritization skills
- Registered/licensed with an appropriate Professional Body

**Compensation Package**

All successful candidates will receive attractive compensation, including:

- competitive salary + overseas living allowance
- generous vacation allowance
- annual airline trips on contracts of two years or more
- transportation allowance
- fully furnished accommodations
- school fees for children up to 18 years of age (Grade 1 through 12)
- expatriate healthcare plan

In addition to the above, University of Calgary in Qatar employees enjoy a positive, family centered work environment in a country with one of the world's strongest economies. The State of Qatar provides a safe living environment and its location presents countless opportunities to travel and explore. This is truly an opportunity not to be missed - an adventure of a lifetime.

**Application Deadline:**

All employment applications must be submitted online through our [career page](#), preferably no later than **May 7, 2021**.

Apply now: <https://careers.ucalgary.ca/jobs/6599939-associate-dean-academic-university-of-calgary-in-qatar>

Please note:

- Applications submitted through the general inquiries e-mail address will likely be not considered;
- Only shortlisted candidates will be contacted;
- Employment is contingent on the successful completion of the State of Qatar visa process; and,
- Successful candidates will be required to provide copy of their passports (valid 6 months prior to travel), police clearance, academic/professional credentials, and marriage and/or birth certificates (for those travelling with a family).

Please email general inquiries to the University of Calgary in Qatar's HR Office in Doha at: [ucqhr@ucalgary.ca](mailto:ucqhr@ucalgary.ca).

Please visit our website to know more about the **University of Calgary in Qatar**: <http://www.qatar.ucalgary.ca>

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*The University of Calgary in Qatar respects, appreciates, and honours diversity.*