



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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# Job Board Posting



Careers.Indigenous.Link

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## MGR, FACULTY RELATIONS, FHS

<b>Job ID</b>	<b>36862-9198</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=36862-9198">https://careers.indigenous.link/viewjob?jobname=36862-9198</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2021-03-03	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

**Department Description:**The Dean and Vice President has oversight and responsibility for the strategies, planning, development, implementation and assessment of all academic policies and programs within the Faculty. The Dean and VP is accountable to the President and the Senate for the academic administration of the Faculty and is part of several key committees related to academic governance (Senate), financial governance (Board of Governors), academic personnel, and academic planning (including programs). Specifically, the Dean and VP is responsible for the academic goals of the Faculty; ensuring the academic activities of the Faculty are sound; making key academic decisions; creating a favourable image for the University and developing and maintaining external and government relationships. The Faculty Relations office is a key piece of the administrative structure of the Faculty in that this office manages all academic administration related to faculty recruitment, retention, promotion and tenure, as well as administers faculty elections and committees.

**Job Summary:**The Manager, Faculty Relations is part of the administrative team in the Office of the Dean and Vice President and works closely with the other members of the administration to ensure that excellent service is provided by the Office. The Manager acts as an advisor to the Dean and VP (or delegate) and is responsible for ensuring that all academic appointments within the Faculty are done in accordance with all legislative and contractual agreements including the "Policy and Regulations with Respect to Academic Appointment, Tenure and Promotion". The Manager reports to the Director, Human Resources, FHS and is the primary contact for all departments, programs, and human resources related to Faculty Relations within the Faculty and provides information and training regarding faculty appointments and records. The Manager is responsible for orienting all new faculty and new committee members to university policies and procedures and trains staff and faculty on procedures related to tenure and promotion of faculty and academic reviews. The Manager reviews all documents regarding tenure and promotion and faculty leaves for accuracy and completeness. The Manager is accountable for the creation and maintenance of the official academic files for all faculty (full and part time) within the Faculty of Health Sciences. The Manager is the first point of contact for all licensing and immigration queries related to faculty and works with counterparts at CIC, CPSO, Royal College to resolve issues, consulting with legal counsel when required.

**Accountabilities:**The Manager, Faculty Relations is a strategic advisor to the Dean and VP (Or delegate) regarding processes and procedures relating to faculty appointments.

- This includes issues related to interpretation of the MUF A and CF A agreements, as well as special arrangements such as tenure and promotion appeals, grievances, retirement incentives.
  - Reviews and investigates issues such as grievances and appeals and provides briefing notes to the Dean and VP
  - Prepares information and reports as required
- Acts as a Faculty expert and advisor on faculty recruitment policies, faculty pay, contracts, licensing and other associated processes and procedures.
- Provides in-depth advice related to the terms and conditions of employment governed by the "Policy and Regulations with Respect to Academic Appointment, Tenure and Promotion";
  - Responsible for providing in-depth advice on recruitment policies, classification, compensation, and other contract matters with respect to faculty (full time and part time)
  - Responsible for providing in-depth advice and assistance regarding CPSO academic licensing and Royal College academic certification.
- Responsible for investigating and resolving issues related to licensing/certification.
- Working with the Provost's office, provides seminars for faculty members that provide information on immigration and citizenship.
  - Working with the Program for Faculty Development, creates, updates, maintains and provides seminars for faculty members relating to orientation, preparing for academic review, promotion and creating and managing the academic CV.
  - Accountable for ensuring that faculty appointments and reappointments follow all contractual and legislative agreements.
  - Responsible for the production and accuracy of all FI-IS academic appointment letters for signature of the President and/or Dean and VP.
- Independently manages statistical human resources information on academic faculty including numbers in various appointment categories, clinical faculty, breakdowns by location, etc.
- Responsible for the preparation of reports relating to faculty for internal (Faculty Executive, MDSM Council, IRA, Provost's office) and external (AFMC, CPSO, COFM) audiences
  - Confirm accuracy of data with IRA and other internal groups.
  - Ensures that all new appointments are reported monthly
  - Ensures that faculty data is accurately captured within the faculty database
- Independently manages the recruitment budget and processes for new faculty hires within FHS.
- Accountable for ensuring University policies are followed
  - Accountable for ensuring that legislative and contractual agreements are followed regarding advertising
  - Advises departments on questions related to payments of travel, moving and immigration expenses of new faculty members.
- Responsible for providing advice and assistance in all matters involving faculty, including the recruitment process, promotion and tenure process, research and administrative leave eligibility, and all agreement matters.
- Provides advice and guidance to Dean and VP, Department Chairs and Department Administrators re: Faculty policy issues

- Responsible for providing timely and accurate information to academic administrators regarding developments within the Faculty, University, the Senate and the Board of Governors as they relate to faculty issues.
  - Responsible for the development and maintenance of the Faculty Relations website, a source of information for faculty, administrators and Chairs within the faculty.
  - Organizes the orientation of new chairs and department administrators.
  - Responsible for chairing monthly meeting of department academic coordinators to ensure they understand the processes related to faculty.
  - Provides advice and guidance to Associate and Assistant Deans and Department Administrators regarding: faculty policy issues
  - Responsible for providing educational opportunities for academic administrators to ensure they understand all processes related to faculty.
- Accountable for the production of all faculty appointment letters, faculty salary letters and other official faculty letters for faculty within Health Sciences and ensuring that faculty files are accurate and up-to-date
- Close coordination with Human Resources and Departments to ensure all information is accurate and complete, checking salaries and producing salary letters and other letters as needed.
  - Responsible for printing and distribution of FHS faculty salary letters.
  - Responsible for faculty files.
  - Manages a number of email distribution lists.
- Supervises the Advisor, Faculty Relations and the Faculty Relations Assistant.
- Ensures provision of services, establishes quality and quantity standards, formally appraises employee(s) performance and deals with work-related issues.

#### Special Projects Coordination

- Researches issues, writes reports, responses, briefs and communications

#### Member of faculty and university committees (ad-hoc and standing)

- MacFacts operations committee
- MOSAIC committees related to faculty
- Various other working groups within the Faculty as they relate to faculty relations

Qualifications: Education: University degree or equivalent combination of education and experience Experience: Minimum of 5 years related experience Knowledge/Skills:

- Demonstrated initiative and problem solving orientation
- Ability to proactively manage a large and constantly fluctuating workload
- Ability to gather complex data, compile information and prepare reports
- Statistical analysis ability
- Exceptional and effective interpersonal, organizational, planning and communication (oral and written) skills.
- Diplomacy, tact and discretion
- Excellent coordination abilities
- Excellent analytical and judgement skills
- Skill in examining operations and procedures and developing and implementing new strategies and procedures.
- In-depth understanding of the University operations and structure and in particular faculty related policies including legislative, contractual, Human Resources, University Senate and Board of Governors policies and procedures as they relate to faculty
- In-depth understanding of immigration and licensing policies as they relate to faculty appointments
- Ability to deal effectively with all members of the University community
- Advanced computer skills for word processing, spread sheets, web design and databases
- Computer skills in the use of MacFacts, MOSAIC would be an asset

For more information, visit McMaster University for MGR, FACULTY RELATIONS, FHS