Office of the Provost   1280 Main Street West   Phone 905.525.9140
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                                                    Email provost@mcmaster.ca

Deputy Provost

Call for applications – due January 31, 2022 to provostea@mcmaster.ca

McMaster University is seeking applications from internal candidates for the position of Deputy Provost. The appointment is for an initial five-year term (anticipated start date July 1, 2022) on the recommendation of the Senate approved Selection Committee for nomination through the Senate Committee on Appointments to the Senate and the Board of Governors, with the possibility of reappointment for a further five-year term. Candidates must be full-time tenured professors at McMaster, have a strong record of accomplishment in teaching and research, together with demonstrated academic and administrative leadership in a decentralized university environment. This role works closely with stakeholders across campus to ensure resources are available to deliver high quality education, student experience and research across the entire institution.

The Deputy Provost is a senior academic administrator with university-wide responsibilities primarily related to academic operations, planning, faculty, and external partnerships. They have responsibility for matters related to academic integrity, planning, faculty affairs, Registrar's Office, academic leadership, and student fees. The Deputy Provost acts as a key support to the Provost and Vice-President (Academic) and will be a senior member of the Provost's executive team. It is imperative that the Deputy Provost builds trust and cooperation based on McMaster's goals and develops an understanding of each unit's aspirations and resource needs including supporting the budget process. They will also be involved in advancing interdisciplinary programming across the institution.

The Deputy Provost works to ensure there is an open flow of information in creating a cooperative working relationship across the Academy. This role works closely in partnership with Provost Council members and senior staff within these offices to achieve the University's ambitious strategic plan. This includes participating in a wide range of initiatives related to faculty recruitment, progression and recognition including interviewing potential tenure-track faculty members, overseeing the Director of Faculty Leadership and Development which is involved in professional development of faculty members at each stage of the academic life span.

The Deputy Provost will also be involved in student enrolment management to ensure effectiveness and efficiencies in matters related to student recruitment, admissions, aid and awards, communications, records, scheduling and exams, student services, systems and central administration. The Deputy Provost will also work closely with the Office of Institutional Research and Analysis and assists in work related to data and analysis, statistical reporting, enrolment and tuition revenue projections, key performance indicators, and reporting required by the Provincial Government. They will also undertake a leadership role in academic activities with government, including the University's Strategic Mandate Agreement

processes and works closely with McMaster's government relations team to support and coordinate university responses to government requests and initiatives.

How to Apply: Interested individuals should forward a letter of intent and their current curriculum vitae to provostea@mcmaster.ca The deadline for receipt of these materials is January 31, 2022, after which time the committee will begin to consider applications.

 McMaster University regards diversity as an integral part of academic excellence and is committed to employment equity and accessibility for all employees. As such, we encourage applications from women, Indigenous (First Nations, Métis and Inuit) peoples, persons with disabilities, members of diverse gender identities, and others who may contribute to the further diversification of ideas.