Complete Policy Title

Terms of Reference – Deputy Provost

Approved by

Board of Governors

Senate

Date of Most Recent Approval

TBD

Date of Original Approval(s)

November 14, 2012

Supersedes/Amends Policy dated

November 14, 2012

Responsible Executive

Provost and Vice-President (Academic)

Policy Specific Enquiries

Provost and Vice-President (Academic)

General Policy Enquiries

Policy (University Secretariat)

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SECTION I - PREAMBLE

1. 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 budgeting, 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.

SECTION II – REPORTING RELATIONSHIPS

2. The Deputy Provost reports directly to the Provost and Vice-President (Academic) and is critical in the operation of the Provost’s Office. The Deputy Provost works closely with the Provost and Vice-President Academic to develop and implement initiatives critical to the mission and strategic direction of the University.

Reports to: Provost and Vice-President (Academic)

Directly Reporting Positions: Registrar
Academic Integrity Officer
Director, Faculty Leadership and Development
Manager, Faculty Relations

Collaborates with: Vice-President (Operations and Finance)
Vice-Provost, Teaching and Learning
Vice-Provost and Dean, Graduate Studies
Vice-Provost (International Affairs)
Assistant Vice-President and Chief Technology Officer
Assistant Vice-President (Administration) and Chief Financial Officer
Faculty Deans
Assistant Vice-President and Chief Facilities Officer
Associate Vice-President (Students and Learning) and Dean of Students
Associate Vice-President (Research)
Associate Vice-President, Equity and Inclusion
Associate Vice-President, Finance and Planning (Academic)

Key Committees
Board of Governors (Observer)
Senate (Observer)
University Planning Committee (Observer)
Budget Committee (Consultant)
Student Fees Committee (Chair)
Enrolment Management Team (Chair)
Provost’s Council (Member)
Provost and Deans Group (Member)
Joint Committee (Member)
Undergraduate Council (Member)
Graduate Council (Member)
Marketing Steering Committee (Member)
Joint Indigenous-Administration Consultation Group
SECTION III - COLLABORATION AND SUPPORT

3. Under the direction of, and working closely with, the Provost and Vice-President (Academic), the Deputy Provost is expected to work in close partnership with all members of Provost’s Council. The position is responsible for promoting a collegial environment and supporting excellence in teaching and research, and the promotion of a high-quality student experience at McMaster University.

SECTION IV – DUTIES AND RESPONSIBILITIES

4. The Deputy Provost is responsible for assisting the Provost and Vice-President (Academic) in planning and executing on McMaster’s vision and mission, including key activities related to academic operations, budgeting, faculty development, and student fees.

5. The following responsibilities relate specifically to this leadership position:

   Planning and Coordination
   i. Assists the Provost and Vice-President (Academic) in advancing excellence in teaching and learning, including the implementation of McMaster’s teaching and learning strategy in collaboration with others.

   ii. Provides oversight, coordination, and planning related to all aspects of academic budgeting, including participating in and supporting the Provost and Vice-President (Academic) in the annual budget process.

   iii. Works in collaboration with the Vice-Provost, Teaching and Learning to advance interdisciplinary programming across the institution.

   iv. Supports the work of the University Librarian and ensures activities related to the University Library are in alignment with McMaster’s strategic direction.

   v. Works with the Provost and Vice-President (Academic) to conduct Faculty and Department reviews and assists with searches for senior leadership positions as required.

   vi. Oversees the Office of Academic Integrity and supports the Office’s role in ensuring integrity in the pursuit of knowledge and scholarship across campus.

   Faculty Recruitment, Progression, and Recognition
   vii. Oversees the Faculty Relations Office and supports matters related to faculty progression, tenure and promotion, and career progress/merit (CPM). Working closely with the Associate Vice-President, Equity and Inclusion, the Deputy Provost ensures the incorporation of equity, diversity and inclusion principles in all relevant processes.

   viii. Coordinates efforts to track and plan recognition of members of the McMaster community for major achievement awards, both internally and externally, in the areas of teaching, service, and research. This work will require close collaboration with leaders across the University, including members of Provost’s Council and the Office of the Vice-President (Research).
ix. Supports the Provost and Vice-President (Academic) in the recruitment of faculty members, including interviews with potential tenure-track faculty members.

x. Oversees the Director, Faculty Leadership and Development to facilitate, develop, and direct the academic leadership program which involves professional development at each stage of the academic life span with a focus that ensures equity and inclusion.

Student Enrolment Management
xi. Oversees the Registrar's Office and works closely with the Registrar to ensure strategic enrolment planning and efficiency in matters related to student recruitment, admissions, aid and awards, communications, records, scheduling and exams, student Services, systems and central administration.

xii. Serves as Chair of the Enrolment Management Team and works in partnership with the Registrar and the Associate Vice President (Students and Learning) and Dean of Students to support the enrolment and admissions process.

Data and Reporting
xiii. Works closely with the Office of Institutional Research and Analysis and assists the Director in work related to data and analysis, statistical reporting, enrolment and tuition revenue projections, key performance indicators, and reporting required by the Provincial Government.

Undertakes a leadership role in academic government relations activities and supports the coordination of university responses to government requests and initiatives, including the University's Strategic Mandate Agreement processes.

xiv. In consultation with each direct reporting group, effectively manages financial affairs to ensure sustainable operations of each respective group.

Committee Memberships
xv. Serves as a member of Joint Committee with the Provost and Vice-President (Academic) and Vice-President (Finance and Operations) and participates in negotiations and grievance procedures.

xvi. Serves as Chair of the University Fees Committee and is an Observer on Senate, the Board of Governors and the University Planning Committee.

xvii. Serves as the representative of McMaster University on a number of external committees, including the Six Nations Polytechnic Consortium.

xviii. The Deputy Provost may take on specific responsibilities related to ongoing projects of the Provost Office and Chair or serve on a number of ad hoc committees as required.

Other Duties
xix. Other duties may be assigned by the Provost and Vice-President (Academic) as needed depending on the priorities of the Provost's Office and the University.
xx. In the absence of the Provost and Vice-President (Academic), the Deputy Provost normally serves as their representative and designate.

SECTION V – CONDITIONS OF APPOINTMENT

6. The position of Deputy Provost shall be held by a qualified faculty member appointed for a five-year term and renewable once. The individual will be selected by a Senate approved Selection Committee for nomination through the Senate Committee on Appointments to the Senate and the Board of Governors.