MEMORANDUM

To: Faculty, Staff and Students, University of Toronto Scarborough

From: Professor Maydianne Andrade, Acting Vice-Principal Academic & Dean

Date: 25 November 2019

Re: Call for nominations for:
Vice-Dean Teaching, Learning, and Undergraduate Programs
Vice-Dean Graduate and Post-Doctoral Studies
Associate Dean Undergraduate Programs and Curriculum

The Office of the Vice-Principal Academic & Dean is undergoing changes to increase capacity, inter-portfolio connections, and strategic oversight of key aspects of UTSC's academic mission. Changes involve the addition of new roles, and updated roles and reporting structures within the Dean's portfolio. These are required to ensure stability of operations and success of our strategic aspirations now that UTSC is equivalent to a mid-sized University in both size and complexity. The new structure will facilitate collaborative and synergistic relationships within and across units on campus and University-wide.

The Vice-Principal Academic & Dean has initiated a search for the Vice-Dean Graduate and Post-Doctoral Studies (VDGPS, new title and expanded role), the Vice-Dean Teaching, Learning and Undergraduate Programs (VDTLUP, new role), and the Associate Dean Undergraduate Programs and Curriculum (ADUPC, new role).

Professor Mary Silcox’s term as Vice-Dean Graduate ends on 30 June 2019 and she is eligible for reappointment as the Vice-Dean Graduate and Post-doctoral Studies.

In accordance with Section (83) of the Policy on Appointment of Academic Administrators, I have formed an advisory committee with the following membership:

- Maydianne Andrade, Acting Vice-Principal Academic & Dean (Chair until 31 December 2019)
- William Gough, Vice-Principal Academic & Dean (Chair from 1 January 2020)
- George Arhonditsis, Chair, Department of Physical & Environmental Sciences, UTSC
- Juvenal Ndayiragije, Director, Centre for French & Linguistics, UTSC
- Patricia Landolt, Chair, Department of Sociology, UTSC
- Vina Goghari, Graduate Chair, Department of Psychological Clinical Science, UTSC
- Aarthi Ashok, Associate Professor, Teaching Stream, Department of Biological Sciences, UTSC
- Margaret Kohn, Professor, Department of Political Science, UTSC

Your input is important for the success of the selection process. You are invited to nominate, in writing, individuals who have the attributes we should be looking for in these positions. Please briefly indicate the reasons for your nominations. Your opinions will be treated in confidence and be made known only to committee members. These should be sent to the attention of Maryam Ali at ali@utsc.utoronto.ca no later than 9 December 2019.
The **VDTLUP** will address the following key areas of responsibility with an Inclusive Excellence lens:

- Curriculum Reviews, Innovation and Renewal: taking into account representation of Indigenous experiences and ways of knowing; Experiences and ways of knowing within racialized and other minority communities; International and intercultural perspectives
- Pedagogical Innovations
- Experiential Community- and Work-Integrated Learning
- Learning Technologies and Spaces
- Unit and Program Reviews
- Major and Minor Modifications of UG programs
- New Undergraduate Programs
- Special Programs (Combined, Dual, Double, (Con) Joint Degree and Certificate Programs; Facilitated Pathways; Life-long learning)
- Collaboration with Assistant Deans of Student Services and Well-being and VDRESS to support extra- and co-curricular programming, advising and student well-being
- Internal & external teaching excellence/pedagogical innovation nominations & awards
- Collaboration with senior academic and administrative staff such as CAO and VDFAES to address space needs related to formal learning spaces & technology

The **ADUPC** will work closely with the VDTLUP to address the following key areas of responsibility with an Inclusive Excellence lens:

- Curriculum Reviews, Innovation and Renewal: taking into account representation of Indigenous experiences and ways of knowing
- Unit and Program Reviews; Quality assessment of programs and courses
- Major and Minor Modifications of UG programs
- New Undergraduate Programs
- Special Programs (Combined, Dual, Double, (Con) Joint Degree and Certificate Programs; Facilitated Pathways; Life-long learning)

The **VDGPS** will address the following key areas of responsibility with an Inclusive Excellence lens:

- New, and modifications to, Graduate Programs and Curricula
- Administrative Oversight of Graduate Programs
- Strategic Graduate Student Enrolment Planning
- Graduate Unit and Program Reviews
- Graduate Course Evaluations
- Liaising with SGS on Graduate Matters, including Academic Integrity
- Graduate Student Funding
- Relationship with Graduate Student Society
- Mentoring, Professional Development and other Supports for Graduate Students and Post-Doctoral Fellows in collaboration with Vice-Principal – Research and Innovation
- EDU-Cs
- Labour Relations: CUPE Unit 1 and CUPE Unit 5
- Teaching Assistant Training Program (TATPs)
- Collaboration with senior academic and administrative staff such as CAO and VPR to address graduate and post-doc space needs