



# EXECUTIVE BRIEF



**ST. JEROME'S  
UNIVERSITY**  
*Federated with the University of Waterloo*

## **VICE PRESIDENT ACADEMIC AND DEAN**

*January 2021*





## ORGANIZATION PROFILE

### The University

St. Jerome's University is a liberal arts federated partner with the University of Waterloo. St. Jerome's University students are registered full-time or part-time in University of Waterloo's Faculty of Arts, and enjoy the advantages of a small, vigorous academic community, while having access to all courses, facilities, and services of the University of Waterloo and its affiliated University Colleges.

St. Jerome's University offers its students a wide range of courses informed by the latest scholarly research. Their educational efforts are supported by academic counselling, scholarships and bursaries, library resources, information technology, spiritual support, and an on-campus co-ed residence. The welcoming multi-cultural and multi-faith campus, is also a centre for a vibrant Catholic community.

St. Jerome's University's campus is located on the traditional territory of the Attawandoron, Anishnawbe, and Haudenosaunee peoples. St. Jerome's University is situated on the Haldimand Tract, the land that includes six miles on either side of the Grand River.

### Our History

St. Jerome's University history dates to 1865. Just two years before Canada became a nation, St. Jerome's College was founded by Reverend Dr. Louis Funcken, of the Congregation of the Resurrection. The College grew in size and occupied various locations in the Kitchener-Waterloo area.

In 1959, through an Act of the Ontario Legislature, St. Jerome's College was granted independent university status. Its name was changed to the University of St. Jerome's College to reflect new university authority to grant degrees. As an independent university, St. Jerome's College entered into federation with the newly established University of Waterloo in 1960. The university's name was officially changed to St. Jerome's University in 1998.

St. Jerome's University undergraduates receive a University of Waterloo degree, as St. Jerome's University holds in abeyance its degree-granting privilege, except for degrees in the Master of Catholic Thought.



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## Our Mission

St. Jerome's University is a public Roman Catholic university federated with the University of Waterloo and historically associated with the educational vision of the Congregation of the Resurrection.

We are committed to learning and academic excellence; the gospel values of love, truth, and justice; and the formation of leaders for the service of the community and the Church. In all of our activities and practices, St. Jerome's University functions within the context of the Roman Catholic tradition and the principles of academic freedom.

## Our Vision

At St. Jerome's University we steward each students' unique talents, nurture their ability to think critically, and inspire them to become life-long learners who seek knowledge and truth, act with compassion, and advocate for human dignity for all.

We educate our students to become informed, courageous citizens who have the humility to work together for the common good and the courage to lead by example to build a more just society.



## Our Student Experience

At St. Jerome's University, students can expect a traditional university experience that combines rigorous academic programming and experiential experiences, with strong residential, co-curricular, and extra-curricular programming. The thriving, student-centred culture at St. Jerome's University has been carefully nurtured by the University's staff, faculty, and contract academic staff. Their commitment to social justice, leadership development, and student service is reflected in the suite of co-curricular experiences that have become a hallmark of its holistic student-centred programming.

Through the close working relationship between its faculty, contract academic staff, and staff, St. Jerome's University is well positioned to respond to the needs of its diverse student population, while equipping its students with the education, skills, and personal and spiritual guidance required to action its institutional vision of building a more just society.





## Equity, Diversity, and Inclusion (EDI)

St. Jerome's University is committed to advancing equity, diversity and inclusion (EDI) and is currently engaged in a three-phase process to develop an action plan.

### Phase 1: Preparatory Work for the Action Plan

April 2020 – December 2020

The Working Group is taking an inventory of current EDI initiatives at St. Jerome's University, identifying current institutional strengths and challenges, reviewing promising practices, and formulating baseline recommendations to be used in the development of St. Jerome's University's action plan.

### Phase 2: Development of Action Plan

January 2021 – August 2021

The development of the St. Jerome's University EDI action plan will be spearheaded by the President's Advisory Group, which will be formed once the initial phase has been completed.

### Phase 3: Implementation of Action Plan and Assessment

September 2021 – April 2022

The implementation and assessment phase will be administered by the Administrative Leadership Group.

### Mandate and Scope

Through a consultative and collaborative process, the Working Group will engage the St. Jerome's University community in preparatory work required for the development of a comprehensive University EDI action plan. The Working Group's scope is focused on five areas within the University:

- Hiring Systems and Practices
- Curriculum and Programs
- Outreach, Recruiting, and Marketing
- Facilities
- Campus Culture





## THE OPPORTUNITY

### Vice President Academic and Dean

#### Mandate

In all of our activities and practices, St. Jerome's University functions as a public Roman Catholic university within the context and the principles of academic freedom.

As the Academic Leader of St. Jerome's University, the Vice President Academic and Dean shall:

- ◆ Preserve and continue to develop St. Jerome's University's Mission, including its commitment to "learning and academic excellence; the Gospel values of love, truth and justice;" encouraging reflection and action in the pursuit of social justice, and community engagement; and the formation of leaders capable of addressing the challenges of the modern world.
- ◆ Develop St. Jerome's University's role as a predominantly undergraduate liberal arts university at the University of Waterloo serving the needs of the contemporary world.
- ◆ Nurture and build relationships for St. Jerome's University with the University of Waterloo and its affiliated institutions.
- ◆ Oversee academic program renewal and development through a student-focused curriculum emphasizing the Catholic Intellectual Tradition, interdisciplinarity, and global competencies such as critical thinking, innovation, and creativity.
- ◆ Utilize their experience as a scholar, a teacher, and an administrator to support transformational research and academic engagement at St. Jerome's University, and to nurture the potential of the University's present and future academic leaders.
- ◆ Build on the shared vision and principles of collegiality, collaboration, and creativity that informs St. Jerome's University's Strategic Plan (2016-2021) by integrating the perspectives of key stakeholders (including students, faculty, contract academic staff, academic support staff, and alumni) into the development of St. Jerome's University's next Academic Plan (2022-2027).
- ◆ Play a leading role in furthering St. Jerome's University's commitment to action for equity, diversity and inclusion by dismantling racism and discrimination as they exist in all forms. This includes sensitivity to and awareness of the rights and needs of persons with disabilities, and individuals in the LGBTQ2SIA+ and Black, Indigenous, and Racialized communities at St. Jerome's University.



- ◆ Utilize their experience working in unionized environments to foster strong cooperative relationships with and among faculty and contract academic staff.
- ◆ Cultivate St. Jerome's University's place as a welcoming community for students by nurturing their development, and for staff by ensuring collegiality, mental health and wellbeing, and the achievement of St. Jerome's University's overall objectives.
- ◆ Nurture relationships with St. Jerome's University's academic leadership and Senate Council to review and improve academic governance structures.
- ◆ Work as a member of St. Jerome's University's Senior Administrative Team to develop and implement strategic plans and budgets, manage relevant staff teams, and encourage new and existing partnerships on behalf of St. Jerome's University.
- ◆ As Vice President and chief academic officer of St. Jerome's University, serve as a member of the St. Jerome's University Board of Governors and report to the Board on St. Jerome's University's academic mission.

### Senior Leadership Responsibilities

- ◆ Provide oversight with respect to St. Jerome's University's academic policies and practices related to the recruitment, hiring, supervision, instruction, and discipline of St. Jerome's University faculty and staff, in collaboration with the University's Senior Administrative Team and Human Resources.
- ◆ Support and guide the resolution of grievances under the Academic Staff Association Collective Agreement.
- ◆ Engage in advancement and outreach activities, as required, to benefit the academic endeavours of St. Jerome's University.
- ◆ Recognize and promote the academic achievements of students, faculty, staff, and contract academic staff.
- ◆ Fulfill mandate as directed by St. Jerome's University's Board of Governors.

### Academic Leadership Responsibilities

- ◆ Provide leadership for the faculty and St. Jerome's University on all academic matters, including financial matters pertaining to the academic operations of St. Jerome's University.
- ◆ Serve on St. Jerome's University's Senate Council, University of Waterloo Senate when elected by Senate Council, appropriate major committees, and on other necessary University bodies.
- ◆ Fulfill the dual role of making independent judgments on overall St. Jerome's University matters and representing the faculty members' points of view.
- ◆ Foster a free and harmonious environment for academic activity, and for promoting excellence in scholarship/research and teaching.
- ◆ Meet regularly with Academic Committee and provide reports at regularly scheduled St. Jerome's University Senate Council meetings.



## Candidate Qualifications

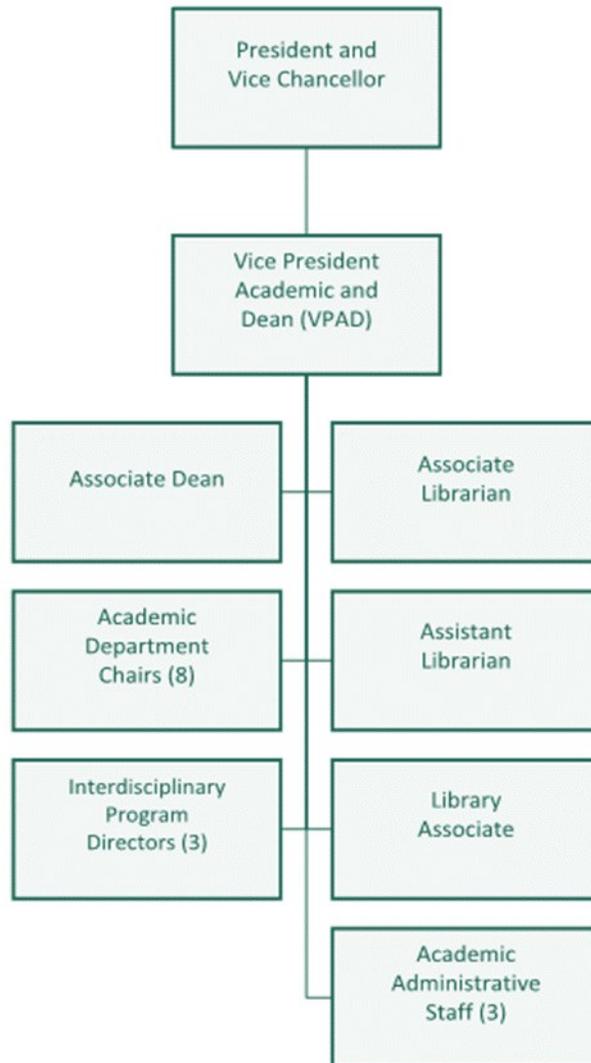
The ideal candidate for the role of Vice President Academic and Dean should possess the following background, experience, and personal qualities:

- ◆ A doctoral degree and an outstanding record as an accomplished teacher and scholar in a discipline aligned with St. Jerome's University's academic programs.
- ◆ A distinctive record of academic achievement and a demonstrated commitment to teaching, learning, and research.
- ◆ Leadership style characterized by integrity, vision, inclusivity, openness, creativity, and energy.
- ◆ Value diversity of thought, ideas, backgrounds, disciplines, and perspectives to build relationships, and create a culture of collaboration, invitation, and inclusivity.
- ◆ An understanding of the faith and tradition of the Catholic Church, and the ability and willingness to articulate the Catholic tradition at the University while maintaining an environment where people from various faiths and diverse perspectives are welcome and can prosper.
- ◆ Experience as an academic administrator, with demonstrated success in strategic planning and sound fiscal management.
- ◆ An ability to work collegially with unionized faculty and within a bicameral governance model that includes a Board of Governors and a Senate Council.
- ◆ An ability and a willingness to work collaboratively as part of a Senior Administrative Team, including working creatively with complex issues, and balancing the competing demands of various constituencies.
- ◆ Experience collaborating with students and student-facing staff in support of co-curricular activities and student development.
- ◆ Experience in or an appreciation for working within a federated or affiliated university/college system considered an asset.
- ◆ Leadership capability characterized by outstanding communication and problem-solving skills.
- ◆ Exceptional ability to build, develop, and manage relationships with faculty, staff, Senior Administrative team members, and key stakeholders within University of Waterloo and its affiliated institutions.
- ◆ Demonstrated ability to effectively envision and lead change within an academic environment.



## ORGANIZATIONAL CHART

### Office of the Vice President Academic and Dean





## LIVING IN WATERLOO

The city of Waterloo is recognized as one of the country's best places to live, work and visit, with its dynamic, leading-edge, and culturally diverse community, fostering innovation and creativity, while preserving its heritage.

Waterloo has the best of both worlds. The city is a modern, dynamic and internationally recognized community with all the amenities of a large urban centre, and the charm and character of a smaller rural community. Uptown Waterloo is a thriving urban centre with award-winning architecture, unique shops and fantastic restaurants, with the surrounding rural community and attractions just a short drive away.

Waterloo Region is also home to world class employment: the employment rate is one of the highest in Ontario. Its strong manufacturing base and other industries provide meaningful opportunities and a fast growing hub for technology, innovation, and knowledge sectors known as "Canada's Silicon Valley".

Waterloo is home to two of the highest-ranked universities in the country—University of Waterloo and Wilfrid Laurier University, and attracts some of the best and brightest talent from around the world. Conestoga College is also located nearby. Think tanks like the Perimeter Institute of Theoretical Physics, Centre for International Governance Innovation, and the Mike and Ophelia Lazaridis Quantum Nano Centre are helping to translate great ideas into some of the most successful and innovative businesses in the country.

Waterloo Region consists of the cities of Kitchener, Waterloo and Cambridge, as well as the townships of North Dumfries, Wellesley, Wilmot and Woolwich. Located approximately one hour west of Toronto, it offers a unique blend of modern, energetic urban centres and scenic, rural landscapes. The population of the City of Waterloo is currently about 113,000, but the Waterloo region as a whole is one of Canada's fastest growing communities, with a population of 617,000 people (24% immigrants) that is expected to reach 729,000 people by 2031.





## HOW TO APPLY

Interested individuals should submit their application via email to [sjuhr@uwaterloo.ca](mailto:sjuhr@uwaterloo.ca) by February 15, 2021. Please include the following as part of your application:

- ◆ Curriculum vitae
- ◆ Candidate's Statement: Applicants should explain their suitability for the role of VPAD in light of St. Jerome's University's mission and identity, and their own qualifications, background and achievements. Applicants are encouraged to include the contributions they have made or plan to make to inclusive excellence in teaching, research, or service in academic, professional or community contexts.

St. Jerome's University is strongly committed to promoting diversity, advancing equity and fostering a culture of inclusion. We welcome and encourage applications from all qualified individuals regardless of race, ethnicity, religion, age, colour, gender, gender identity or expression, sexual orientation, ability or disability. Candidates requiring accommodation should contact the Director, Human Resources by emailing [sjuhr@uwaterloo.ca](mailto:sjuhr@uwaterloo.ca).

We thank all those who apply, however, only those selected for an interview will be contacted.



## STEPS IN THE SELECTION PROCESS

- ◆ Identify qualified candidates after posting close (February 15, 2021).
- ◆ Short list candidates for interview(s).
- ◆ Host interviews and Community Consultations.
  - ◇ As part of the decision making process, shortlisted candidates will be invited for an interview(s) and will be asked to make a presentation to the St. Jerome's University community, which will include Board of Governors, Senate Council, and other community members.
- ◆ Complete reference checks on preferred candidate.