



**ASSOCIATE DEAN – UNDERGRADUATE PROGRAMS
FACULTY OF EDUCATION
INTERNAL SEARCH**

Memorial University of Newfoundland’s Faculty of Education is conducting an internal search for an Associate Dean of Undergraduate Programs, open to all faculty members on three-year terms, tenure track, or tenured appointments. The search is guided by the [Procedures for the Appointment, Review, Promotion, and Tenure of Academic Administrators](#) and potential appointments are subject to Faculty of Education budgetary restrictions.

The Associate Dean plays a leadership role in advancing undergraduate education within the Faculty of Education, ensuring that programs continue to meet the changing needs of schools, post-secondary institutions and the wider educational community. Reporting to the Dean as a member of the Faculty of Education leadership team, the Associate Dean shares responsibility for the overall management of the Faculty and encourages the development of new and innovative academic programs that contribute to the growth of Memorial University. Duties specific to The Associate Dean Undergraduate Programs include supervising the Manager of Academic Programs (undergraduate), guiding the recruitment and admission of new undergraduate students, leading the development of new and innovative initiatives to strengthen undergraduate student experience, and supporting faculty and staff in the planning and delivery of current programming across the undergraduate portfolio.

The successful applicant demonstrates:

- An established record of engaging the expertise within the Faculty for promoting excellence in teaching and learning, generating new ideas and solutions, anticipating and preparing for the future, and fostering creativity, enthusiasm, and a desire to succeed in others.
- The ability to work with faculty members and staff to encourage, build and sustain a collegial environment that values divergent perspectives and practices and promotes workplace well-being.
- The ability to collaborate effectively with the wider university community and other external organizations, including the provincial government, Indigenous governing bodies, professional organizations, schools, and school districts.

The candidate will hold a doctoral degree in Education or a related discipline and have an established record of successful teaching, research, and service. Experience in the public education system and familiarity with provincial K-12 and post-secondary programs, including undergraduate programs within the Faculty of Education is an asset. A demonstrated commitment to Indigenous Education and administrative or leadership experience within a university or another educational setting and experience in the public education system would also be assets.

This appointment is for a three-year (renewable) term. The successful applicant will work at the St. John's campus throughout the term of the appointment. The starting date is January 1st, 2025, or shortly thereafter.

Interested applicants must submit a) their curriculum vitae and b) a letter of intent highlighting their interest in the position, their vision for undergraduate programming during the tenure of the appointment, and relevant teaching and administrative experience by **December 4th, 2024**. Applications should be sent directly to:

Dr. Pamela Osmond-Johnson
Dean and Professor
Faculty of Education
educdean@mun.ca

Memorial University is committed to employment equity and diversity and encourages applications from all qualified candidates, including women; people of any sexual orientation, gender identity, or gender expression; Indigenous peoples; visible minorities and racialized people; and people with varied abilities.