

Complete Policy Title:

Policy Number (if applicable):

**Terms of Reference for Associate Deans**

Approved by:

**Senate**

**Board of Governors**

Date of Most Recent Approval:

**March 13, 2002**

**March 27, 2002**

Date of Original Approval(s):

Supersedes/Amends Policy dated:

Responsible Executive :

**Dean of Relevant Faculty or Graduate  
Studies**

Enquiries:

[University Secretariat](#)

**DISCLAIMER:**

*If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.*

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An Associate Dean:

- § works with the Dean on behalf of the Faculty or School of Graduate Studies as appropriate, and is accountable to the Dean
- § will provide leadership and coordination of appropriate academic programs, activities and other duties<sup>1</sup> as delegated by the Dean
- § on occasions acts as the Dean=s delegate - specifically, in the absence of the Dean, the Associate Dean will represent the Dean on the various bodies, committees, or councils on which the Dean serves ex officio; should there be more than one Associate Dean then this representation will be assigned by the Dean as the occasion warrants
- § will discharge such other duties as may from time to time be assigned by the Dean

Normally, the term of office for an Associate Dean will be five years.

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<sup>1</sup> A representative, but not exhaustive, list of possible duties would include alumni affairs, budgeting, enrolment management, fostering and management of research, fundraising, public relations, and strategic planning.