

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.

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 duties¹ 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.

¹ 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.