

Responsibilities of the Office of the Dean

The responsibilities of the Office of the Vice-Principal Academic and Dean include oversight of faculty appointments and career progression, development and administration of academic policies, and development and review of academic departments and programs. It is also responsible for management of the academic budget. The Dean's office also resolves all matters related to possible academic offences through the Dean's Designates for the administration of the *Code of Behaviour on Academic Matters*.

Responsibilities of the Vice-Principal Academic and Dean

The Vice-Principal Academic and Dean is the Chief Academic Officer of the University of Toronto Mississauga, reporting to the Vice-President and Principal and to the Vice-President and Provost on matters related to the academic mission of the campus.

Sixteen (16) Academic Department Chairs report to the Vice-Principal Academic and Dean as do the following: the Director of the Robert Gillespie Academic Skills Centre and the Director of the Continuing Teacher's Education Program. Within the Office of Vice-Principal Academic and Dean, the two Vice-Deans, and the Assistant Dean also report directly to the Dean.

As the Chief Academic Officer of one of the three campuses of the University of Toronto, the Vice-Principal Academic and Dean sits on several University boards and committees, meets regularly with Principals and Deans of other University faculties and campuses, and represents UTM on the Tri-Campus Decanal Committee.

The Vice-Principal Academic and Dean provides leadership in academic programming and services, and ensures that the campus provides a positive and academically excellent environment that is responsive to change.

The current Vice-Principal Academic and Dean is Professor Amy Mullin. Here is a link to her Curriculum Vitae: [Amy Mullin.cv](#).

Responsibilities of the Vice-Dean Undergraduate Programs, Teaching and Learning

The Vice-Dean Undergraduate Programs, Teaching and Learning reports to the Vice-Principal Academic and Dean, participates as a key member of the Dean's Office in planning and carrying out the academic mission of the campus and

supervises matters relating to undergraduate studies at UTM including, but not limited to:

- Coordinating teaching and learning initiatives and programs, including supplemental instruction, study abroad, the Writing Initiative, Research Opportunity Program, and experiential and service learning to enhance the quality and effectiveness of the undergraduate academic mission and amplifying the range of learning opportunities for UTM students;
- Supports innovative instructional pedagogy and excellence in student achievement, and facilitates nomination of instructors and students for awards, e.g. the Dean's Excellence Student Awards;
- Oversees the governance process for new program proposals and major curricular changes to maintain and improve undergraduate program quality, specifically the implementation of the University Undergraduate degree Learning Expectations;
- Implements policies on grading practices and expectations and regularly reviews undergraduate course grades to determine how well these correspond to policy;
- Within the University of Toronto policy context, develops practices and policies regarding academic integrity for the undergraduate programs and oversees the work of staff and Dean's Designates on academic code violations;
- Represents UTM on matters relating to undergraduate programs and teaching and learning and serves with the Dean and Vice-Dean, Graduate on the Tri-campus Deans Committee as well as other committees and bodies with links to the Centre for Teaching Support and Innovation and the Centre for Community Partnerships;
- Helps to develop a rich student experience for undergraduate students, and in this capacity liaises with Student Services, the UTM Student Union (UTMSU), and other offices as appropriate;
- Supports the Dean, as necessary, on searches, tenure committees, and other activities of the Dean's Office;
- Reports on undergraduate matters, as necessary, before the Academic Affairs Committee, the Erindale College Council and before committees of the Governing Council;

- Supervises the work of the Robert Gillespie Academic Skills Center, UTM's Concurrent Teacher Education Program (CTEP) Program, the Office of Experiential and Service Learning (proposed), and will have a dotted-line report from the Director of the HMALC's Learning Commons. The Vice-Dean Undergraduate will also work closely with the Teaching and Learning Collaboration committee and the Experiential and Service Learning Committee.

The current Vice-Dean Undergraduate Programs, Teaching and Learning is Professor Kelly Hannah-Moffat.

Responsibilities of the Vice-Dean, Graduate

The Vice-Dean, Graduate reports to the Vice-Principal Academic and Dean, and participates as a key member of the Dean's Office in planning and carrying out the academic mission of the campus and supervises matters relating to graduate studies at UTM, including but not limited to:

- Serving as the equivalent of the Graduate Chair for the Professional Graduate Programs Centre (PGPC), which incorporates all professional graduate programs at UTM (currently the DIFA, MMPA, and in the future, presumably also the MBiotech, Master of Forensic Science, and Master of Information Security) and stewards the governance process for curriculum changes, plan for enrolment, admit applicants, handle graduate appointment matters for faculty, assist in faculty searches, and contribute to faculty evaluation;
- Facilitating all thesis-based graduate research studies leading to the MA, MSc and PhD degrees, liaising with the School of Graduate Studies, and troubleshooting relations between UTM departments and tri-campus graduate departments, especially in terms of policy and appointments and represents UTM on the Graduate Education Council of the School of Graduate Studies (SGS) and participates in planning and development of tri-campus graduate policies and procedures;
- Developing a rich student experience for graduate students liaising with Student Affairs, the UTM Association of Graduate Students (UTMAGS), and coordinates awards, fellowships, and prizes for graduate students;
- Serves on the Tri-campus Deans Committee and reports on graduate matters, as necessary, before the Academic Affairs Committee, the

Erindale College Council and before Committees of the Governing Council.

The current Vice-Dean, Graduate is Professor Amrita Daniere.