

Responsibilities of the Associate Provost (Budget & Resources)

Budget planning and resource allocations

- Liaising with Faculties to facilitate strategic planning in alignment with University goals and objectives, especially in relation to teaching and research initiatives, interdisciplinary and cluster areas;
- Stewardship of the yearly budget planning Agreement process;
- Advising the Provost and Vice-Principal (Academic) on resource allocations to Faculties and administrative units;
- Providing advice and support to the Provost and Vice-Principal (Academic) for recommendations on tenure-track complement numbers and targets for Faculties derived in consultation with Deans and other senior administrators, in alignment with University strategic goals and objectives ;
- Stewarding external and internal awards (CERC/CRC [post-award only, pre-award is shared with VP(RIR)]) and James McGill/William Dawson awards), and ensuring effective liaison with government administrators;
- Representing the Provost and Vice-Principal (Academic) in coordinating CFI dossiers and applications administered by the Office of the VP(RIR);
- In consultation with the Provost and Vice-Principal (Academic) and the VP(RIR), develop initiatives with and plan outreach to other universities and partners;
- Working with the Dean of Libraries to support the libraries and collections; providing advice to the Provost and Vice-Principal (Academic) on libraries and collections; chairing the Senate Committee on Libraries;
- leading ongoing special initiatives such as UNIWEB, R2R, and e-office project;
- streamlining procedures relating to academic staff;

APO functions and Projects

- oversight of the Academic Personnel Office, jointly with the Associate Provost (Policies, Procedures & Equity);
- streamlining procedures relating to academic staff recruitment;
- working in close collaboration with Faculties on matters involving the life cycle of academic staff including facilitating “on-boarding” of new academic staff, professional development of academic staff, including the Academic Leadership Forum Series;
- recruitment and appointment of tenure-stream academics and Contract Academic staff (CAS);
- anomaly and retention salary increases and stipends;