

Portfolio Presentations: Associate Deans and Dean's Office Directors

NOVEMBER 6, 2024

health | YORK U



Dean's Office Directors



Frank Clarke

Director, Communications and Marketing

- **Strategic Communications Planning:** Developing communications plans with strategies and tactics to advance our Faculty's strategic plan priorities and the Faculty's brand.
- **Content Creation Across Platforms:** Web (includes videos and story content), Social media and Print
- **Marketing:** To promote the Faculty's programs and expertise for reputation building and supporting student recruitment



Yasaman Delaviz

Director, Strategic Enrolment Management and Program Development

- **Strategic Enrolment Management (SEM):** Oversees recruitment strategies and SEM initiatives to meet enrolment targets and enhance conversion efforts.
- **Curriculum and Program Innovation:** Advises on curriculum design, program reviews, and modifications to support quality teaching and learning and align with academic priorities.
- **Collaborative Partnerships:** Works with university partners to remove barriers to admission and enrolment and improve student recruitment and success.

Dean's Office Directors



Sophia Mitchell Hutson

Director, Academic Resources and Planning

- **Budgets & Finances:** Manage the Faculty's financial administration to maximize profitability and sustainability and is responsible for budgetary, financial, and managerial oversight of administration of and compliance with York University's financial policies, procedures, budget planning and reporting.
- **Procurement:** Acts as the lead in general areas and RFPs, RFIs and RFQs.
- **Academic Resources & Planning:** Responsible for staffing requirements, faculty complement planning, infrastructural needs, enrolment management, revenue, and other financial and non-financial data. Serves as a Faculty resource on matters related to CUPE 3903 with respect to hiring.



Josephine Fung

Interim Director, Student & Academic Services and Strategic Initiatives

- **Governance & Policy:** Leads and manages Faculty standing committees to ensure Senate policy compliance
- **Academic Advising & Petitions:** Designs and implements strategic plans for mandatory enrolment advising and ongoing student support. Oversees academic petitions to address student needs and uphold academic standards
- **Student Success Programs & College Operations:** Oversees student success initiatives and provides operational support for Calumet and Stong Colleges in collaboration with College Heads

Dean's Office Directors



Jovita Sundaramoorthy

Director, Strategic Research and Partnerships

- **Amplifying Research Impact:** Responsible for enhancing & celebrating research and creative scholarship in the faculty.
- **Advance Social Justice:** Promote the faculty's research culture and enhance the profile of the faculty's research activities locally, nationally, and internationally.
- **Partner for Positive Change:** Forge strategic research partnerships between the Faculty of Health and a variety of health organizations in Canada and across to globe, to enable research collaboration and joint funding opportunities.



Julie Hard

Director, Global and Community Partnerships

- **Bridge Learning & Practice:** Developing strategic partnerships for transformative experiential learning opportunities for students.
- **Drive Global Impact:** Expand international presence through innovative study abroad programs and cross-cultural partnerships.
- **Foster Community Connections:** Build strategic relationships with local and global partners to advance healthcare education through work-integrated learning.

Associate Dean, Learning, Teaching and Academic Programs

Undergraduate curricular and related support (modifications, new programs, cyclical reviews, etc.)

- **Collaborate and coordinate on academic programming** with all units, Director of Strategic Enrolment Management and Program Development, Teaching Commons, VP Teaching and Learning and VP Academic
- Expand sustainable **experiential education** (i.e., co-operative options, international opportunities) with all units, Director of Global and Community Partnerships and EE team
- Foster scholarship in **teaching and learning** and professional development (FIT, FLTE, Innovatus)
- Facilitate **implementation of University level program initiatives** in Health, such as 4.0 grading scheme, curriculum management system, etc.
- Represent Health on **University projects** such as general education, retention related to teaching and curriculum, academic scheduling, etc.

Vice Dean, Learning, Teaching & Academic Programs (until Aug. 30, 2025)

- *Formally supporting aspects of Interim Dean workload related to curricula and programs*

Associate Dean, Faculty Affairs and Inclusiveness

Faculty success and development

- Faculty onboarding/orientation and access to documentation about key processes and services
- Mentorship and support
- Facilitate development opportunities for faculty
- Tenure and promotion
- Informal faculty conflict resolution and participation in grievance committees and support related processes

Leadership for incorporation of DEDI initiatives across units

- Promote a supportive environment for students, staff, and faculty
- Provide support and leadership to the DEDI standing committee and other DEDI-related committees that arise

Provide support to the Dean for application of policy and procedure related to faculty hiring

- Support faculty complement planning and recruitment, development, and retention that facilitates successful careers

Provides consultation and collaboration as needed to the Dean and other partners

- Collaborating with VP-EPC, Faculty Affairs, Labour Relations, CHREI, etc., and with my AD colleagues

Associate Dean, Research and Innovation

Provides leadership for all aspects of promoting and advancing faculty research programs, graduate supports, and research strategy. Works to facilitate excellence, innovation, impact and achievement in research and graduate scholarship across the Faculty.

Research impact

- Responsible for enhancing and celebrating research and creative scholarship in the faculty
- Major research opportunities such as Centres of Excellence, research chairs, SIF, the establishment of new research centres, etc.

Graduate Studies

- Graduate recruitment initiatives, admissions planning, and curriculum oversight/resourcing
- Continuously improve the impact of our graduate programs as well as the success and experience of our graduate students and Post-Doctoral Fellows/Visitors

Spacing Needs

- Assist in space and building planning as it relates to faculty research needs
- Pan-University research space representative

Partner for positive change

- Facilitate new and extend existing research partnerships on and off campus
- Promote the faculty's research culture and enhance the profile of the faculty's research activities locally, nationally, and internationally

Associate Dean *for* Students

Provides leadership in initiatives that support student success and wellbeing

Student enrolment and retention

- Continuously improve student recruitment, enrolment, success, and experience
- Build, oversee, monitor, and continuously improve integrated undergraduate success systems
- Provide oversight/adjudication for student petitions, complaints and discipline/code of conduct
- Liaise/work with UPDs to facilitate meeting their enrollment targets, student retention & success, & student data
- Participates in strategic enrollment management (SEM) planning and implements undergraduate SEM activities

Student support services

- Liaise with the Director, Student & Acad. Services & Strat. Initiatives, and facilitate student service development
- Undergraduate Student Awards, Scholarships and Bursaries (Faculty level)

Student co-curricular experiences and programming

- Co-Chair Student Success Council
- Liaise with FHSC, CCSC-affiliated and HH-sanctioned student clubs, councils and associations

Student academic supports and program advising

- Provide oversight of the implementation of York policies and procedures and related resources regarding academic honesty and integrity
- Present case files for Faculty-level academic honesty panels
- Communicate innovations that enhance student success and experience

Support special projects related to student success and experience