



UNIVERSITY OF
ST. MICHAEL'S COLLEGE
IN THE UNIVERSITY OF TORONTO
OFFICE OF THE PRESIDENT

Position Profile: Principal and Vice-President
University of St. Michael's College
February 7, 2022

Applications are invited for the position of Principal and Vice-President (Principal) of the [University of St. Michael's College](https://stmikes.utoronto.ca/stmikes180) (USMC), from July 1, 2022 to June 30, 2027, for a five-year term, with the possibility of one renewal.

The **Principal** is the Academic Head of St. Michael's College, which is the undergraduate division of the USMC. They report directly to the President of USMC. The Principal will normally serve as a member of USMC's governing board, the Collegium on appointment of the President.

The Principal's primary responsibility is to provide academic leadership for the College. In doing so, the incumbent helps shape the College's role within the administrative structures of both USMC and the University of Toronto, and in carrying out the latter, reports to the Vice-President and Provost of the University of Toronto. The Principal plays a pivotal leadership role in relation to the strategic priorities and goals of USMC, as described in USMC's recent strategic plan, *St. Mike's 180: Rooted in the Future* (stmikes.utoronto.ca/stmikes180). The Principal is the Director of the College's programs, administering them in conjunction with a committee of the program coordinators, and in this capacity reports to the Dean of the Faculty of Arts and Science, at the University of Toronto. The Principal is expected to show leadership and initiative in all aspects of advancement and development including maintaining strong community relations. The Principal has a special responsibility for facilitating the collaboration of the College with the teaching departments of the Faculty of Arts and Science housed at the College and creates opportunities for interdisciplinary study. The Principal represents the interests of the College in the wider academic community of the University of Toronto, and contributes directly to the work of the Faculty of Arts and Science through membership on various senior committees. The Principal is the Chair of College Council and several Senate committees, such as Academic Planning.

As a member of the senior leadership team of USMC, the Principal is expected to play a vital part in enabling USMC to fully utilize its resources and realize its goals. In consultation with the College Council, the St. Michael's College Student Union, and the various student service agencies, the Principal will foster a welcoming atmosphere for a diverse body of students, faculty and staff and support proactive initiatives related to equity, diversity, race, gender, and the ongoing work of Truth and Reconciliation. The Principal directly supervises the work of all SMC appointed faculty, as well as the College Registrar; the Dean of Students, Campus Minister, and the Bursar will consult with the Principal on a regular basis.

As **Vice-President**, the incumbent is also responsible for formulating academic plans and policies for USMC and builds research across the institution. The Principal participates in collective bargaining and grievance resolution with faculty associations and unions. The incumbent will work closely with the President on administrative issues and acts on behalf of the President at the request of the President.

Both functions, Principal and Vice-President, require the incumbent to work as part of an administrative team, to be accessible and approachable, and to have an administrative leadership style which draws upon the talent and energy of fellows and staff through consultation and delegation. The incumbent must be a reflective and engaged listener, with extensive administrative experience and a demonstrated record of managing multiple reporting relationships, with an understanding of administrative complexities. They will be strategic and diplomatic. The incumbent is expected to have knowledge of the University of Toronto and of Federation, and a deep commitment to the unique teaching and research mission of USMC as a Catholic University within Federation and a positive vision of the future of the institution. The incumbent should have a strong academic profile with credentials for appointment at rank of Professor with tenure and, notwithstanding the time devoted to administration, will have teaching responsibilities.

Applications may be submitted confidentially by email to:

David Sylvester, President & Vice-Chancellor c/o Melodie Buhagiar
Director, Office of the President & Secretary to the Collegium
melodie.buhagiar@utoronto.ca

Application materials must include (in MS Word or PDF format) (i.) curriculum vitae, (ii.) cover letter, and (iii.) the names of three references.

Applications will be accepted until March 18, 2022.

The University of St. Michael's College is strongly committed to diversity within its community and especially welcomes applications from racialized persons/persons of colour, women, Indigenous/Aboriginal people of North America, persons with disabilities, LGBTQ persons, people who take a religiously informed view of human experience, and others who may contribute to further diversification of ideas.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA) and will provide reasonable accommodations to individuals with disabilities. If contacted for an interview, and accommodations are needed, please inform us at that time.

As an employee of the University, you are required to abide by the Vaccination Guideline, which requires full vaccination against COVID-19 for all employees and students involved in any in-person activities on University premises, with the rare exception of those individuals who have University-approved exemptions from the vaccine requirement. Consequences for a violation of this Guideline may include prohibition from attending University premises, not being paid due to not being able to perform the duties of your position, and disciplinary action. The Guideline may be amended and/or the University may implement new measures arising from COVID-19 from time to time. You will be provided with further instruction on COVID-19 measures from time to time. For more information on the University's COVID-19 vaccination requirements, please visit the [Requirement to be Vaccinated page](#).