



OFFICE OF THE VICE-PRESIDENT ACADEMIC & PROVOST



AND OFFICE OF FACULTY RELATIONS & ACADEMIC ADMINISTRATION

The Office of the Vice-President Academic and Provost (VPAC) is responsible for the academic mission of the university, including all learning, teaching and student support priorities. To help advance these priorities, VPAC leads UVic's integrated planning priority-setting and budget process, ensuring collaboration among all portfolios.

The VPAC Office includes the following leaders and portfolios:

- **Vice-Provost:** supports realizing the university's academic goals as outlined in UVic's strategic plans. Advances academic equity, diversity and inclusion initiatives and integrates new initiatives with academic decision-making and programs.
- **Academic Planning and Programs:** ensures the quality of current and future academic programs, ensuring alignment with UVic's strengths and direction, including in experiential learning.
- **Student Affairs:** attracts, supports and develops a diverse community of talented students through its wide range of resources, services and programs.
- **Faculty Relations and Academic Administration:** supports academic leaders and their administrators in facilitating a healthy and productive work environment for faculty and librarians.

Together, the VPAC team fosters academic excellence and success in a working and learning environment that respects and enhances equity, diversity and inclusion.

THE OFFICE OF FACULTY RELATIONS AND ACADEMIC ADMINISTRATION

The Office of Faculty Relations and Academic Administration (FRAA) works collaboratively, on behalf of the university, to maintain positive relations with faculty and librarians through their representative (The UVic Faculty Association), and through those who provide leadership and administration in academic units.

FRAA provides support, advice, and administrative process to academic leaders and administrators in the following areas, pertaining to faculty and librarians:

- Collective Agreement interpretation and administration
- Policy interpretation and administration
- Recruitment and retention
- Appointment and Reappointment processes
- Compensation and Benefits
- Leave requests and administration
- Tenure and promotion processes
- Engagement, performance, and misconduct
- Health and well-being, illness and accommodation
- Best human resources practices including, but not limited to: equity, diversity, human rights, privacy and due process (in collaboration with university partners).



In addition, the AVP, Faculty Relations and Academic Administration is responsible for faculty/librarian collective agreement negotiation, policy development, and for process advice on student academic accommodation and academic misconduct.

Please contact your designated Faculty Relations Consultant, the Director, Faculty Relations, or the AVP Faculty Relations at any point you need assistance in these areas.



USEFUL WEBSITES

[UVic Faculty Association](#)

[UVic Human Resources](#)

[UVic Equity and Human Rights](#)

[UVic Policies and Procedures](#)

[UVic Learning and Teaching Support
and Innovation](#)

[Office of Indigenous Academic &
Community Engagement](#)

FACULTY RELATIONS GOALS AND VALUES

The Office of Faculty Relations and Academic Administration is a resource committed to supporting the University's mission by:

- promoting a healthy work environment by building a collegial and inclusive community with and among faculty, librarians, the Faculty Association and university administration.
- helping academic and library leaders achieve their objectives by providing timely, high-quality support and advice reflecting the priorities and values of the University.
- facilitating employment best practices through the development, implementation and administration of the collective agreement and policies pertaining to faculty and librarians.
- supporting academic leaders, administrators, faculty and librarians by providing useful professional development opportunities and resources.
- developing policy, administrative processes and data systems for efficient and effective administration.

OUR WORK WILL BE GUIDED BY:

- a principled approach which is reasoned, respectful, equitable, and without discrimination.
- professionalism, which includes maintaining competence and taking accountability.
- continuous reflection and improvement to ensure the service we provide is high-quality, efficient, and responsive to the needs of those we serve.
- a recognition of the importance of effective communications and clarity of purpose.
- a commitment to collaborative, cooperative and supportive teamwork.



**For contact information and
additional resources, please visit
the VPAC website**

ACADEMIC LEADER DEVELOPMENT

ACADEMIC LEADERSHIP INITIATIVES PROGRAM

The Vice-President Academic and Provost is committed to providing professional development to existing and emerging academic leaders. In collaboration with other university partners, the FRAA offers workshops, conferences and networking opportunities for academic leaders on topics relevant to university governance and leadership. Our goal is to provide a comprehensive program offering information, skill building and tools to enable academic leaders to guide their units forward in UVic's shared mission. Program offerings and materials are accessible through our Connect site for Academic Leaders.

COST-SHARED EXTERNAL LEADERSHIP TRAINING PROGRAM

Deans, Associate Deans, Chairs and Directors are able to access one-time funding to help offset the cost of professional development opportunities offered externally. This funding can cover up to half of the cost of a development program, to a maximum of \$2500. Application details and a list of external programs are found on our website.

ADMINISTRATIVE OFFICER DEVELOPMENT

To support the efficient and effective administration of faculty related matters, FRAA offers workshops and individual coaching for administrative officers within academic units on best practices in collective agreement and policy administration.



**For more information about Academic Leader
Development please visit the VPAC website**

RESOURCES FOR SENIOR ADMINISTRATORS

Visit our Academic Leader Library for online and hardcopy books, articles and other resources to assist with your role as an academic leader and administrator. Holdings are listed on our Connect site for Academic Leaders and Unit Administrators.