The University of Regina seeks a visionary, dynamic, principled, and collegial individual to be the next Director of the Centre for Continuing Education (CCE).

**Vision:** Expanding possibilities, strengthening communities.

**Mission:** To meet lifelong learning needs by offering high-quality, accessible, innovative and responsive education and training programs to learners of all ages by building on the strengths of and collaborating with the resources of the University and the community.

**What CCE Does:** CCE meets the needs of a diverse set of students and communities. On the credit side, CCE provides short-term certificates to meet the needs of working adults and undergraduates looking for something extra to supplement their degree. CCE also provides a wide set of flexible delivery times and modes for students constrained by work needs, family situations, geographical locations and other constraints created by busy lives.

On the non-credit side, CCE reaches a very diverse set of learners. It is responsible for delivering the University’s English as a Second Language program to a total of over 1,100 students from more than 60 countries around the world, including immigrants newly arrived in Canada. CCE designs and delivers a wide variety of business and professional development courses and non-credit certificates to busy professionals looking to enhance their careers, often as special customized programs for specific companies or institutions.

In addition, CCE houses the premier music teaching institution in the province, the Conservatory of Performing Arts, which teaches thousands of students a year, both those who hope to have a musical career, and those who learn out of a love of music and the arts. Last but not least, CCE meets the personal learning needs of many adults through our Lifelong Learning Centre. These adult learners strive to continue their education and keep alive their love of learning through a variety of personal enrichment classes and strong social outreach programs that support the vulnerable members of our society.
THE NEW DIRECTOR

The new Director will be an entrepreneurial academic leader with a strong focus on service, a record of effective use of technology to support student success, and a record of innovation in the pursuit of excellence and growth. The Director will work with the Division Heads and CCE support units to ensure CCE achieves its strategic goals of creating student/client centered educational programming for learners of all ages. CCE does so by balancing its commitment to communities and partners with its mandate to pursue revenue-generating opportunities. The Director works closely with the CCE team to grow revenue, manage costs and invest/reallocate resources effectively. The Director is also responsible for maximizing the human resource potential of the CCE team.

The successful candidate will be focused on excellence, and will work with faculty, staff, students, and internal and external stakeholders to ensure that the Centre’s credit and non-credit programs maintain and enhance the reputation of the University, are fiscally sustainable, accessible, innovative, relevant, and responsive to community demand.
Reporting to the Provost and Vice-President (Academic), the Director provides strategic vision, inspiration and direction to CCE. As a full member of Deans’ Council, the Director acts as the chief academic officer of CCE, and serves on University planning and policy-making committees.

The following are central tasks and accountabilities:

- The Director is the public face of the Centre, its chief advocate, and will tell and interpret its story to the rest of the University and the community.
- Similarly, the Director interprets the needs of the University to the faculty and staff of CCE.
- The Director ensures that CCE programming and service units have strategic plans, implementation plans, and annual business and budget plans where appropriate.
- The Director ensures the innovative quality and relevance of both credit and non-credit programming.
- The Director leads and mentors program/unit planning, policies, and credit and non-credit program development and delivery.
- The Director oversees the securing and fulfilling of ESL contracts with universities abroad, and with LINC, Explore Canada and the Mexican government for the delivery of customized ESL programming.
- The Director is accountable for the University’s Learning Management System, for online course development and delivery, and for delivery of Regional College and other off-campus courses with a variety of partners.
- The Director has excellent communication skills, as well as the ability to work collaboratively with professional associations, corporations and government agencies including the Ministries of Advanced Education, Health, Education, and Government Relations, and with diverse communities in Saskatchewan and abroad.
- Upon completion of the University's Strategic Planning process in 2020, the Director will lead the Centre in the development and implementation of its own new strategic plan in 2020, followed by the Academic Unit Review process in 2021-22.
Partnerships are key to the success of CCE, which acts as a bridge between the University and its communities. The Director not only builds these partnerships with stakeholders but also supports Division Heads and Managers to enhance such relationships internally and externally.

Within the University, the Director chairs CCE Council, sits on Deans’ Council, as well as the University Leadership Team, Executive of Council, and Senate, and is a member of the High School University Transitions Committee and the Distance and Distributed Learning Committee, among other committees. The Director maintains a strong relationship with the Seniors’ University Group.

The Director works closely with the leadership in the Faculties (Deans, Associate Deans, Faculty Administrators) to promote current partnerships, and build new ones. The Director has responsibility for key partnerships with the Faculties and federated colleges, for the delivery of credit certificates, and for the creation and oversight of revenue-sharing agreements among the Faculties, CCE and the University.

CCE delivers and/or finances over 25% of the credit hours delivered annually at the University. A key priority of CCE is to increase flexibility and access for U of R students via the work the Flexible Learning Division does with Faculty and external partners in the development and delivery of flexible courses: online, blended, live-streamed, videoconferenced, evenings, weekends, spring/summer, at the Regional Colleges, etc.

The Director participates in the President’s tours of the Regional Colleges and other regional partners, as well as participating in other meetings as required across the province, nationally, and internationally.

Outside the University, the Director is the University’s representative on the Regina District Industry and Education Council, including accountability for the delivery of the High School Accelerated Program. The Director is also a University representative on the Saskatchewan Research Network (SRNET) Board of Directors.

The Director participates in national and international continuing education programs as appropriate, including acting as an institutional voting member of the Canadian Association of University Continuing Education. This latter responsibility includes attending the annual National Deans and Directors meetings, as well as the annual Western Deans and Directors meetings.

GIVING LIFE TO PARTNERSHIPS: INTERNAL AND EXTERNAL

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The new Director will have clearly demonstrated the ability to create and foster a collaborative climate and to inspire faculty and staff members to excel.

The Director’s direct reports include an administrative assistant, four Division Heads, the ESL Director, the Assistant Director, and the Manager of Student and Instructor Services (Credit).

CCE itself has approximately 70 permanent staff (including 14 tenure-stream faculty members in ESL), and in addition every year oversees the hiring of hundreds of sessional instructors, contract non-credit instructors, teaching assistants, co-op students, etc. The Director ensures hiring processes meet the quality standards of the University of Regina, all the while ensuring attention to issues of equity, diversity, inclusion, and alignment with the various Collective Agreements.

The Director’s responsibilities include oversight of the academic performance review process for ESL academic staff, including final decisions on probationary renewals, tenure and promotion decisions, and approval of sabbaticals.
CCE has a key role in the University’s budget planning and overall fiscal sustainability. With a total revenue budget of $38.4 million and an expenditure budget of $21.4 million, CCE returns $17 million to the University for distribution to other Faculties and units in the budget process. CCE also shares net revenues with the Faculties through partnerships in credit program delivery (over $3 million this year), and makes a $1 million annual mortgage payment for renovations to the College Building.

The Director is CCE’s main representative for the Darke Hall renovations, participating as a member of the overall design committee as well as being a member of the University’s Steering Committee to ensure the renovation project meets the needs of the stakeholders within CCE, the University and the local community. The Director is also responsible for the creation and oversight of the business operation and maintenance of Darke Hall once it is renovated and re-opens in spring 2021.
The University of Regina’s main campus, historic College Avenue campus, and Saskatoon campus provide an attractive study and work environment for over 16,500 students and 2,500 faculty and staff. With over 19% of the student body coming from international destinations, a further 13% self-declared First Nations and Métis students, and an increasingly diverse workforce, the University of Regina reflects the rapidly changing face of the new Saskatchewan.

The University of Regina is home to 10 faculties and 25 academic departments with established reputations for excellence and innovative programs leading to bachelor’s, master’s and doctoral degrees. In addition to the undergraduate and graduate programs in social work, the University offers specialized programs in a number of areas including journalism, media production and studies, creative technologies, intermedia, actuarial science, petroleum engineering, software systems engineering, police studies, nursing, health studies, public policy, and others.

The University’s strategic plan, with its three pillars of student success, research impact, and commitment to communities and its overarching themes of Indigenization and sustainability, is available at https://www.uregina.ca/strategic-plan/assets/docs/pdf/sp-2015-20-together-we-are-stronger.pdf

Thirteen research centres and institutes enhance the teaching and research opportunities available on campus. As well, the Regina Research Park, adjacent to the main Regina campus, has produced synergies and research partnerships with industry and government.

Both the main campus and College Avenue campus are located in Wascana Centre, one of the largest urban parks in North America and the first in Canada to be created by a tri-level partnership between the province, the city, and the University. The University is revitalizing its historic College Avenue campus, which began with the foundation of Regina College in 1911. The historic College Building has been fully restored, and is home to the Johnson-Shoyama Graduate School of Public Policy, the Centre for Continuing Education, and the Conservatory of Music. After revitalization, the College Avenue campus will serve as a provincial and national destination, integrating academic programming with outreach and training for both public and private sector professionals.

In addition, the University is a major catalyst for social, cultural and economic development in the City of Regina. It is a popular venue for concerts, art, sports, public lectures and theatre, and is a source of invaluable expertise in dozens of areas. In 2018, the University hosted more than 5400 faculty and graduate students from across the country at the Congress of the Humanities and Social Sciences, Canada’s largest academic gathering.
The Search Advisory Committee will begin its review of applications early in December, with the goal of establishing a shortlist by 17 December 2019. Campus visits and interviews are envisaged in the latter part of January, with a decision by the end of February. The new Director will take up the post at the beginning of July 2020 with an initial term of five years, renewable upon review for a further five-year term.

**THE SEARCH TIMELINE**

**TO APPLY**

In electronic format, please send the following materials

- Letter of application
- Current *curriculum vitae*
- Contact information for three referees

To http://www.uregina.ca/hr/careers/opportunities.html.