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OPPORTUNITY PROFILE PROVOST & VP, ACADEMIC



CAPILANO
UNIVERSITY

the right people

CAPILANO UNIVERSITY | PROVOST & VP, ACADEMIC

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THE ORGANIZATION

CAPILANO UNIVERSITY

Capilano University (“CapU”) has earned an international reputation for exceptional teaching, programs, and services. The University strives to instill the knowledge, skills, motivation, and attitudes that will enable students to become independent thinkers and learners, and to make positive contributions to communities, their fields/disciplines, and the planet.

CapU is named after Chief Joe Capilano, an important leader of the Skwxwú7mesh (Squamish) Nation of the Coast Salish Peoples. The University respectfully acknowledges that campuses and learning locations are located on the unceded territories of the *Səl̓ílwətaʔ/Selilwitulh* (Tseil-Waututh) Nations, *shíshálh* (Sechelt), *Skwxwú7mesh* (Squamish) and *xwməθkwəy̓əm* (Musqueam) Nations. CapU is known for its innovative spirit, blending academic excellence with forward-thinking programs designed to shape the future and provide learners with the foundation for success in an ever-evolving world. Through its five dynamic Faculties, the University offers an extensive range of programs—from preparatory studies to arts and sciences, business, and professional studies, fine and applied arts, health and human development, tourism, kinesiology, legal studies, and public administration. Credentials awarded include bachelor’s degrees, associate degrees, post-baccalaureate diplomas, graduate diplomas, certificates, and citations.

Nestled in the breathtaking North Shore mountains, just 20 minutes from the vibrant heart of downtown Vancouver, CapU’s main campus in North Vancouver provides exceptional education attracting students from around the world. CapU delivers programming on the Sunshine Coast, as well as the newly opened Squamish campus serving the Sea-to-Sky Corridor. In partnership with the Lil’wat Nation, CapU offers programming with Lil’wat members and other Indigenous peoples through the Ts’zil Learning Centre in Mount Currie.

CapU enrolls approximately 9,000 students in for-credit programs with approximately 60-65% being domestic students. The University is dedicated to fostering an inclusive environment that embraces diverse backgrounds, perspectives, and thoughts, creating a learner experience marked by a deep sense of belonging and connection to the University community. The emphasis on individual attention positively impacts learner achievements, fostering an environment where learners come first.

To learn more, please visit Capilano University’s [website](#) and its guiding documents: [Envisioning 2030](#) (strategic plan), [Illuminating 2030](#) (academic plan), the [People Plan](#), and [Chén’chenstway](#) (Indigenization plan).

THE OPPORTUNITY PROVOST & VP, ACADEMIC

The Provost & Vice-President, Academic (PVPA) is the executive academic leader and provides vision in the development and promotion of an environment consistent with the values and purpose of the multi-campus Capilano University. The PVPA is responsible for the leadership, administration, strategic planning and priorities, development, implementation, evaluation, and effectiveness of a broad range of academic, administrative and operational activities related to the university's academic plan and strategic plan.

The PVPA assists in identifying and setting strategies, oversees creative activity, research and scholarly activity, academic policy, and strategic priorities. They lead academic quality assurance and work collaboratively with the deans and other academic leaders to develop programs and curriculum that advances the overall mandate, values and purpose of the University. The PVPA reports directly to the President and is a member of the executive team; they are the first delegate to the President in the overall leadership of the university.

The successful candidate will bring demonstrated experience and skill in leading complex organizational change within an academic environment. As Provost, this individual must be adept at guiding institutions through periods of transformation which include aligning strategy, culture, and operations to advance academic excellence and student success. The role requires a proven ability to engage diverse constituents, communicate a compelling vision, manage resistance, and implement sustainable change that responds to evolving educational, financial, and societal demands.



Key Responsibilities

- Lead actions to actualize the long-term vision and strategic plans to guide the development of academic offerings, teaching and learning approaches, and academic learning support services aligned with the university strategic plan;
- Lead the academic and operational requirements of CapU's regional locations and campuses including the Squamish Campus, Ká lax-ay Sunshine Coast Campus, Lonsdale Campus;



- In consultation with the President and other VPs, determine budgetary priorities and develop an annual budget for the University;
- Foster a commitment of inclusion and diversity by building a supportive environment for teaching and learning;
- Further actions for reconciliation and decolonizing practices in support of Indigenous learners, host Nations, and Indigenous communities;
- Advance professional development of the faculty in the scholarship of teaching and learning, program assessment, and student outcomes assessment;
- Further creative activity, research and scholarship at the university aligned with the strategic and academic plan;
- Oversee recruitment, hiring, retention, and performance evaluation of faculty, and academic leaders. Foster positive collaboration across academic faculties and between administrative and academic units;
- Provide co-executive level leadership with strategic enrolment management;
- Lead academic quality assurance and accreditation efforts; partner with Institutional Research to plan and meet strategic enrolment management initiatives and student learning outcomes;
- Collaborate with other leaders and faculty in advancing the university's international education strategy;
- Directs the overall development, quality, and evolution of graduate studies;
- Oversee reports required by the Ministry and federal government, as well as accreditation efforts and ongoing association memberships necessary to the university's programs and credentials;
- Forge an effective academic management and leadership team that activates and animates the vision, purpose, and values of the university; and
- As requested by the President, serve as a spokesperson on behalf of CapU and its vision and purpose; may be called upon by the President to assume the duties of the President as required.

THE PERSON

The Provost & Vice-President, Academic should be an inspirational and mission-driven academic leader with the vision and strategic capacity to advance CapU's academic mission, grounded in the university's values, purpose, and forward-looking academic plan. This leader must steward excellence in education, curriculum development, experiential learning, scholarship, and academic quality, ensuring CapU's programs and academic environment reflect current and emerging trends in post-secondary education and meet the needs of students, faculty, and the broader community.

Possessing a values-aligned, inclusive, collegial and collaborative leadership style, the Provost builds engagement and fosters a strong culture of collegiality, innovation, and shared purpose across faculties, academic units, and support areas. They leverage the expertise and strengths of faculty, academic leadership, staff, and learners to create academic environments that are equitable, high-impact, and responsive to student success and community needs.



The PVAP should be a skilled communicator, advocate, and connector, able to champion CapU's academic priorities with clarity, persistence, and empathy. This includes promoting academic innovation, quality assurance, interdisciplinary collaboration, and partnership-based programs that enhance learning, research, and community engagement, while building strong relationships with Indigenous communities, industry, government, and post-secondary partners to support CapU's reputation, relevance, and impact.



Education and Experience

- Completion of a Doctoral degree (e.g., EdD or PhD);
- Minimum of ten years of administrative and leadership experience in a public post-secondary institution;
- Significant contributions in academic leadership and scholarly activity/research;
- Substantive teaching experience in post-secondary at the degree level or higher;
- Extensive knowledge of the university's objectives and operations;
- Excellent verbal and written communication skills;
- Demonstrated experience leading transformation and managing organizational change;
- Ability to advance interdisciplinary and experiential learning opportunities;
- Knowledge of approaches to support students' successful transition to university;
- Expertise in learning pedagogies and faculty professional development in the scholarship of teaching and learning;
- Considerable knowledge of budgetary processes;
- Demonstrated ability to work effectively with individuals at all levels; and
- Demonstrated ability to command respect of the Board, government officials and the public.



Competencies and Personal Characteristics

Leadership – Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.

Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.

Strategic – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one’s job responsibilities and overall organizational goals.

Integrity and Honesty – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.

Influential and Collaborative – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining partner group agreement.

Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas; designs and implements new or cutting-edge programs/processes.

Effective Working Relationships – Treats colleagues, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.

Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.

People Development – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.

Partner Focused – Anticipates and attends to the needs of internal and external stakeholders of the organization; keeps stakeholder interests in the forefront.



Capilano University is committed to supporting a campus community that is both diverse and inclusive. They believe that diversity within their workforce is essential in creating both an exceptional student and employee experience. As part of their ongoing commitment to Diversity, Equity and Inclusion (DEI), they strive to ensure that recruitment campaigns authentically reflect the diverse community they serve. CapU actively encourages applications from Indigenous Peoples, Black and racialized persons, persons with disabilities, women, and members of the 2SLGBTQIA+ community, as they value the unique perspectives, lived experiences, and skillsets each individual brings to CapU.

COMPENSATION

A competitive compensation package will be provided including an attractive base salary and excellent benefits. The salary range is \$182,817 - \$280,319 with a hiring point of \$230,000.

FOR INFORMATION PLEASE CONTACT:

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