

## Quick Info for Faculty: Office of the Provost and Vice-President, Academic

**Location: 1<sup>st</sup> floor of Assumption Hall**

<http://www.uwindsor.ca/provost>

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The Office of the Provost and Vice-President, Academic will assist you to:

1. Understand the financial and other terms and conditions of your appointment
2. Relocate and onboard
3. Establish your academic career during the first years of your academic appointment
4. Establish a teaching portfolio
5. Overcome early-career obstacles
6. Plan your renewal, tenure and promotion
7. Work with you on any academic labour relation matters which may arise during your career (leaves, accommodation, etc.)

### **Welcome & Arrival**

*(Information about Windsor and Essex County, Detroit and Michigan, Ontario and Canada, Relocation Resources, Dual-Career Connection Program for spouses and partners, etc.):*

<https://www.uwindsor.ca/faculty/recruitment/304/welcome>

### **Teaching** *(Teaching Resources and Teaching Development)*

<http://www.uwindsor.ca/faculty/recruitment/305/teaching>

### **Research**

*(Office of the VP, Research and Innovation, Office of Research and Innovation Services, EPICentre, Internal Funding Opportunities, Leddy Library Research Management, etc.)*

<http://www.uwindsor.ca/faculty/recruitment/306/research>

**Contact Information:** <https://www.uwindsor.ca/provost/303/contact-us>

**Dr. Robert Aguirre, Provost and Vice-President, Academic** is the senior academic officer of the University of Windsor who provides leadership for academic planning and administration. His oversight encompasses the following areas: Teaching and Learning; Student Experience; Faculty Matters; International Development; Curricula and Programs; Continuing Education; The Library; Student Recruitment; Information Technology; Experiential Learning; and Strategic Enrolment Management.

**Dr. Erika Kustra, Associate Vice-President, Academic (Acting)** is a senior member of the University's leadership team, working with the Provost and Vice-President, Academic on a wide range of academic planning and operational matters. Responsibilities of the Associate Vice-President, Academic include oversight of the Centre for Teaching & Learning and the Office of Open Learning; oversight of IQAP; supervision of the Sexual Misconduct Response and Prevention Officer; chairing UCAPT; coordinating new faculty orientation and ongoing supports for new faculty; overseeing the University's RPT process and the sabbatical process; reviewing all international and inter- institutional agreements; etc.

<p><b>Kimberly Benoit, Executive Director, Academic Labour Relations</b></p> <p>The Executive Director, Academic Labour Relations is the senior leader and liaison responsible for the relationship between the university and the faculty and academic staff unions. Kimberly will provide strategic and professional expertise and guidance, direction and leadership on all matters related to academic labour relations, including but not limited to faculty recruitment, onboarding, development and retention, collective bargaining, grievance administration, mediation/arbitration, and policy and collective agreement interpretation. Kimberly will lead, manage and direct the activities of academic faculty relations to strengthen equity, diversity, inclusion and the quality of services.</p>	<p><b>Iva Gentcheva, Director, Office of the Provost and Faculty Recruitment</b>, is responsible for the administrative, operational and financial aspects of the Office and directs and oversees the implementation of academic administrative matters part of the Provost's portfolio. In collaboration with the Executive Director, Academic Labour Relations and their team oversees implementation of human resources and labour relations administration and communication for academic staff in accordance with Senate Bylaws, collective agreements and pertinent provisions of employment and labour law. The Director Is responsible for Faculty/Academic Recruitment and Appointments and in collaboration with the Provost and the Executive Director, develops and implements a comprehensive strategy for the recruitment and appointment of faculty and other academic staff, consistent with the University's academic plan, priorities and values.</p>
<p><b>Corinthia Natyshak, Director, Academic Labour Relations</b></p> <p>Under the guidance of the Executive Director, and in partnership with the Director Faculty Recruitment, the Director works with the Deans, administrators, WUFA and CUPE 4580 to assist all parties in their important relationship as defined by the Collective Agreements. The Director facilitates effective communication, dispute resolution, and understanding between stakeholders to ensure compliance with the Collective Agreements. In order to foster a strong service orientation, the Director ensures responsive, timely, open, and effective communication with all internal clients and other key stakeholders. The Director fosters engagement and positive regard for the University on the part of all constituents through the application of best practices in Academic Labour Relations and progressive human resource management.</p>	<p><b>Anne Mullen, Academic Initiatives Officer</b> undertakes major projects related to academic and institutional practice, policy, programming, and research. These projects are be driven by the priorities and initiatives of the Provost, and by the following Senate mandated duties of the Provost - be responsible for the continued development of undergraduate and graduate program excellence within the University; be cognizant of the changing attitudes and priorities in government at both provincial and federal levels in education as they pertain to the University of Windsor; takes a leadership role in establishing policy for the approval of the Senate in all matters academic pertaining to the University of Windsor; promotes academic development in and among the Faculties and AAUs of the University and acts as the coordinator of academic activities.</p>
<p><b>Lindsey Boglitch, Academic Labour Relations Advisor</b></p> <p>Is the liaison between the Executive Director and Director, Academic Labour Relations and the various members of the University of Windsor's campus community, including faculty, staff, students, academic leadership, and the Windsor University Faculty Association (WUFA) and CUPE Local 4580 in ensuring smooth communication and prompt resolution of all queries. Corinthia will provide advice, as well as, day-to-day support and coordinate the labour-related activities with respect to WUFA, CUPE 4580 and student academic-related concerns, along with coordinating the processes and relevant documents that arise from these activities. Corinthia will also provide support to collective bargaining processes for WUFA and CUPE 4580.</p>	<p><b>Penny Kollar, Institutional Quality Assurance Process (IQAP) Administrator</b> is responsible for the administration of the institutional quality assurance framework.</p>

<p><b>Blair Gagné, Executive Assistant to the Provost and Vice-President, Academic</b> provides administrative support to the Provost and Office on various academic administrative matters.</p>	<p><b>Cindy Wills, Executive Assistant to the Associate Vice-President, Academic</b> provides administrative support to the Associate VP, Academic and Office with sabbatical leaves, contract renewals, tenure and promotion processes.</p>
<p><b>Christine Young, Faculty Recruitment Coordinator</b> provides administrative support to the Office of the Provost and plays a key role in the smooth and efficient operations of academic recruitment in the Office of the Provost and VP, Academic, onboarding new faculty and the annual New Faculty Orientation.</p>	