



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Manager, Academic Integrity Administration
Position Status:	Permanent / Full-Time (35 Hours per Week) Non-Union
Department:	Centre for Teaching and Learning
Supervision Received:	Director, Centre for Teaching and Learning
Supervision Exercised:	Academic Integrity Officers, Student Assistants
Location:	Sault Ste. Marie, ON
Number of Positions:	1

PRIMARY FUNCTIONS:

A.	Policy & Process Development and Implementation	45%
B.	Academic Integrity Office & Program Leadership	45%
C.	Other Duties	10%
TOTAL		100%

Reporting to the Director, Centre for Teaching and Learning (CTL), the Academic Integrity Manager is responsible for providing educational and administrative leadership to the academic integrity team, and to the CTL in general, and leads academic integrity support, in conjunction with decanal leadership teams, across the University. The position is accountable for the day-to-day administration, leadership, planning, and management of operations and initiatives offered by the CTL in support of academic integrity, including developing and measuring objectives to ensure services provided align with the CTL's goals. The Academic Integrity Manager advises the senior management including Director CTL, Deans,



Department Chairs, Student Success, Registrar's Office and other stakeholders in prevention, detection and investigation of academic integrity violations and offenses.

RESPONSIBILITIES:

A. Policy & Process Development and Implementation (45%)

- Work closely with Faculties (including Deans, Department Chairs, Faculty, and Staff), Student Success, University Library, Registrar's Office, Innovation and Technology Services, and other internal stakeholders to develop and implement an integrated institutional approach to academic integrity.
- Identify breaches of academic integrity and student academic misconduct regulations.
- Build staff capability in detecting, reporting, investigating and determining outcomes of academic integrity breaches.
- Identify and mitigate future risks to academic integrity by proactively coordinating institutional approaches in response to emerging technologies that impact learning and teaching activities, academic integrity, and assessment security, including Artificial Intelligence.
- Collaborate with the Deans and Registrar's Office and other stakeholders to design and implement an efficient end-to-end process to enable managing, monitoring, and recording of academic misconduct cases.
- Review and recommend changes to academic integrity and misconduct work instructions from time to time as needed.
- Provide analysis of trends to support governance reporting and continuous improvement opportunities in academic quality.
- Liaise regularly with leadership teams across AU campuses to train and educate faculty, staff and students on academic integrity issues including Student Appeals, offense prevention and investigation while sharing best practices.
- Provide overall strategic direction for all aspects of academic integrity advising and support.
- Develop and create new Academic Integrity regulations and propose changes to existing regulations.
- Apply a data-driven approach in decision-making and in providing recommendations regarding strategic directions of Academic Integrity affairs.

B. Academic Integrity Office & Program Leadership (45%)

- Remain abreast of relevant Academic Integrity Council of Ontario (AICO) regulatory and compliance requirements as they relate to student misconduct within a Canadian



University setting in line with the Council of Ontario Universities (COU) guidelines and regulations.

- Collaborate with internal and external partners and institutions/organizations for strengthening academic integrity policies and best-practices and attend events and conferences with the aim of maintaining professional development in this area.
- Provide general direction and oversight for new student orientation activities and responsible roles.
- Regularly participate in CTL and other meetings to contribute to management-level decisions related to Academic Integrity.
- Oversee the development of resources and/ or training for staff and students in the areas of minimizing, detecting, reporting and managing academic dishonesty or alleged misconduct.
- Provide leadership and direction in the planning and execution of training workshops for Academic Integrity throughout the year. Identify learning needs and gaps and collaborate with staff internal and external to CTL to create training content.
- Maintain expert knowledge of current trends and best practices in the management and minimisation of student misconduct, to inform strategies for improving practice.
- Train, and supervise the Academic Integrity advising team including Academic Integrity Officers, Advisors, and other staff members.
- Maintain and revise, as necessary, the distribution of responsibilities between Academic Integrity Officers and Advisors, including but not limited to: service to distinct student groups, cross-campus and cross-faculty liaison and training, the administration of international exchanges, planning of mass advising events/initiatives, and special projects.
- Contribute, as appropriate, to revision of job descriptions and assignment of duties for other staff within the Academic Integrity Office.

C. Other Duties (10%)

- Perform other duties as assigned by the Director, Centre for Teaching and Learning.

WORKING CONDITIONS:

Physical Effort

Minimal,

- Sitting (extended periods), walking (minimal), lifting (15 lbs), keyboarding (considerable time).



Physical Environment

Minimal

- Minimal exposure to noise, and odours
- Some exposure to unpleasant/disagreeable conditions related to interaction with members of the public

Sensory Attention

Moderate

- Frequent disruptions and daily front-line assistance with an “open-door” workspace
- Frequent need to back-track to resume activities.
- High need for precise work

Mental Stress

Considerable

- Frequent interruptions, occasionally engaging with disagreeable clients/members of the public.
- Occasional disruption to work-life balance to support/attend evening/weekend events

MINIMUM QUALIFICATIONS

- Undergraduate degree with (5) years of relevant professional experience in academic integrity, student affairs and services, student conduct, or an equivalent combination of education and experience.
- 3+ years of progressive growth and leadership/management experience is required
- Strong Mediation and conflict resolution skills.
- Experience working in a unionized post-secondary environment is required.
- Previous exposure to, and understanding of, the complexities and diversities of a large University/Post Secondary institution is required.
- Advanced knowledge of academic integrity principles.
- Knowledge of various university academic policies and procedures and best practices.
- Strong interpersonal skills and ability to build strong collaborative relationships.
- Excellent oral, written (specifically report writing) and presentation skills.
- Excellent analytical skills required to problem solve.
- Excellent time management and attention to detail.
- Demonstrated ability to deal with multiple changing priorities.
- Ability to work independently with minimal supervision.
- Willingness to travel frequently between AlgomaU campuses.



Salary Scale: \$89,622 to \$112,028 annually

**Please submit a resume and cover letter (combined PDF) to
talent.acquisition@algonau.ca no later than 4:00 p.m. on June 3, 2024.**

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.