

## POSITION ANNOUNCEMENT

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<b>JOB TITLE</b>	<b>DEAN, FACULTY OF BUSINESS</b>
<b>TYPE OF VACANCY</b>	<b>SENIOR MANAGEMENT</b>
<b>SCHOOL/DEPARTMENT</b>	<b>FACULTY OF BUSINESS</b>
<p><b>SUMMARY:</b> The role of the Dean, Faculty of Business, is to assist the institution in its goal to support and drive national development through teaching, research and innovation, and service. The Dean is responsible for the successful leadership of a Faculty, the overall operation of Schools in the Faculty and for personnel matters, planning, budgeting, scheduling, programmes, instruction and other academic matters.</p> <p>Additionally, the Dean is responsible for establishing and maintaining high standards among faculty and students; for ensuring that faculty fulfill their professional responsibilities to the College, students and the wider community; for facilitating the timely completion of programmes of study by students; and for establishing an atmosphere in which teaching and learning, research, creative activity and service can flourish. This involves providing leadership, supervision and direction.</p> <p>Finally, the Dean is responsible for ensuring compliance with all College policies and industrial agreements.</p>	
<p><b>DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"><li>• Facilitate the delivery of academic programmes, including the development of new programmes and the systematic review, assessment and evaluation of existing ones.</li><li>• Provide leadership and management of the Faculty Board and approve programmes, courses and general proposals for submission to Academic Board and other Boards as necessary.</li><li>• Oversee the development of course and teaching schedules based on student needs and available resources; monitor student registration and recommend the addition and/or cancellation of specific courses as necessary.</li><li>• Direct and coordinate the activities of Chairs of individual Schools in the Faculty.</li><li>• Approve School budget items including vouchers and purchase requisitions.</li><li>• Prepare advertisements for approved faculty positions; spearhead the recruitment, hire and orientation of appropriately qualified faculty.</li><li>• Ensure faculty assessment and evaluation in accordance with College policies and procedures and recommend annual increments upon satisfactory performance of duties and responsibilities.</li><li>• Monitor full-time and part-time faculty workloads, duties and responsibilities.</li><li>• Monitor student enrollment and retention in programmes offered by Schools in the Faculty; monitor programme completion rates and student feedback report forms.</li><li>• Implement policy on academic probation and suspension and approve programme and grade change forms, course waivers, substitutions, requests for additional credits per semester, etc., in accordance with College policies.</li><li>• Facilitate the resolution of disagreements or conflict between faculty and students and provide</li></ul>	

advice and support for disciplinary process/action when required, including serving as a member or Chair of the Student Disciplinary Board.

- Assist with the development and review of academic policies.
- Represent the Faculty, and by extension Schools in the Faculty, to students, parents, professional organizations, other colleges and universities, business and industry and other relevant constituencies.
- Represent the College on committees and/or agencies both government and private, national and international with respect to academic matters.
- Promote alumni relations and support the advancement of fund-raising and major gift campaigns.
- Prepare annual reports and other reports, plans and analyses as necessary.
- Serve on the Academic Affairs Senior Team and the President’s Senior Team to assist with the overall strategic and operational planning, quality assurance, resource allocation, etc.
- Perform other duties as assigned to support the academic affairs of the College.

**QUALIFICATIONS:** Successful candidates must have an earned doctoral degree from an accredited university, hold the rank of associate professor or higher and have a minimum of six years tertiary-level teaching experience. Additionally, candidates must have:

- Administrative and/or programme development experience;
- Working knowledge of institutional academic policies;
- Excellent interpersonal, oral and written communication skills;
- Collaborative approach to governance;
- Attention to detail;
- Evidence of above average teaching, research and scholarship.

<b>Salary Scale</b>	<b>Negotiable</b>
<b>Reports To</b>	Vice President, Academic Affairs

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Dean, School of Business.*