



JOB DESCRIPTION

OVERVIEW			
Job Code	AP0001	Job Title	Dean
1) Department	College of Engineering & Technology	2) Unit	N/A
Reporting Relationships	Academic Vice- President	Supervises: <ul style="list-style-type: none"> • Head of Department • Programme Coordinators • Faculty members • College Secretary 	
Evaluated Grade	Ac 9		
Role Purpose	<p>Responsible for the management, development and sustainability of the college including the academic administrative, financial affairs, as well as the scientific research.</p> <p>Contributing to the planning and implementation of the decisions of the College Council, Deans' Council and the University Senate.</p> <p>Maintaining documentation on the Faculty on a regular basis.</p> <p>Carrying out any other task assigned by the University.</p>		

KEY RESPONSIBILITIES & ACTIVITIES	
Key Responsibilities	Key Activities
1. Management of the College	<p>The Dean is the executive head of the College concerned and, as academic leader, is responsible for the implementation of the strategic plan within the College. The Dean's leadership and managerial responsibilities include:</p> <ul style="list-style-type: none"> - Ensuring the faculty functions and academic standards are in accordance with the Higher Education Council (HEC) and Education & Training Quality Authority (BQA) policy requirements. - Steering the college within the mission of the University and college with regard to teaching, research and community engagement. - Drawing up a plan for the college and facilitating, in consultation with the management of academic departments and centres, a process for implementing the action plan through which the faculty's contribution to the strategic goals of the University may be realized. - Management of the College Advisory Committee. - Contributing to the University's goals and outcomes through chairing College Council meetings as well as participating in other academic committees/working groups to facilitate achievement of the University's goals. - Planning for the growth of the college in terms of offering new programmes (undergraduate and Masters), revising the existing programmes to maintain currency and recruiting the students to the programmes offered. - Hiring and retaining qualified and experienced faculty members who can support the growth of the college. - Systematically reviewing the quality of the College's management in



	<p>line with the University's internal quality assurance requirements and procedures.</p> <ul style="list-style-type: none">- Implementing the University's financial guidelines for managing the college's budget as well as adhering to the requisite auditing procedures.- Implementing the Operational Plans and Target Plans of the college effectively in line with the Strategic Plan of the University.- Contributing to the marketing plan of the college nationally and internationally.- Contributing to student recruitment activities nationally, regionally and internationally as and when required.- Planning and monitoring workload of the faculty members within the departments.- Documenting the College's performance and activities at the end of the year with an annual report.- Preparation of class & exam schedules; Development of curriculum plans & study plans.- Monitoring of College activities.- Collation and evaluation of course folders.- Implementing employer survey and Graduate exit surveys (college level).- Manage and maintain contact with college alumnae regarding their employment, placement, and linkage with college.- Collation and evaluation of the programme data set.- Seeking Library resources/software for the infrastructure efficiency.- Ensure that the University's approved generic marking criteria is being applied.- Providing periodic reports of Class Arrangement, Course Evaluations, Instructor Evaluations, Grade Analysis and Class Room Observations to the AVP.
<p>2. Teaching, Learning and Assessment</p>	<p>The Dean, in consultation with the Academic Vice-President is responsible for the effective and focused implementation of the University's Learning & Teaching Policy within the college . More specifically it includes the following:</p> <ul style="list-style-type: none">- Ensuring that the curriculum plans of the programmes offered in the college are meeting HEC requirements.- Overall planning and development of curriculum and other academic programmes to ensure academic quality and effectiveness and financial viability.- Monitoring and planning the performance of the college in terms of its contribution to the university (in terms of finance and marketing)- Implementation of innovative methods of teaching and learning in line with the learner-centered approach of the University and their evaluation.- Ensuring effective Implementation of blended learning in the college.- Ensuring that programme assessment is planned, that the method,



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	<p>place and time of assessment of the particular ILO is defined.</p> <ul style="list-style-type: none">- Ensuring that data from this above assessment is collected.- Ensuring raters of the ILO assessment are trained to analyse the data.- Systematic and periodic review of the quality of the programmes and their outcomes through implementing the University's internal quality assurance processes.- Evaluating College's teaching quality and providing support and advice for continual improvement of student learning.- Exploring possibilities of benchmarking and programme accreditation.- Initiating College linkages with local, regional and international partner universities.- Providing periodic reports of Class Arrangement, Course Evaluations, Teacher Evaluations, Grade Analysis and Class Room Observations to the AVP.- Teaching two or more courses per semester in line with RUW policy of workload allocation.- Preparing course specifications and ensures that RUW attributes for its graduates are embedded in the learning and teaching.
3. Research, Consultancy and Continuing Education Activities	<p>The Dean, in consultation with the AVP, is responsible within the college for the effective and appropriate implementation of the research policy and strategy of the University, and for setting up the necessary structures that will ensure that support and develop research in the college. More specifically it includes the management of the following:</p> <ul style="list-style-type: none">- Fostering a culture of research within the college that leads to publications, conference presentations, consultancies and networking with relevant organizations and other researchers.- Aligning research activity to the relevant research themes of the college.- Establishing a vibrant culture of innovation in research within the college.- Enhancing the collaborative links with industry, commerce, the public sector and local community to increase opportunities for research and consultancies.- Promoting community education programmes conducted by the college for industry, commerce, public and local community sectors.- Supervising student projects/ dissertations / theses and scholarly activities when required.- Supervising the management of internal and external funding for financing research activity.- Responsible for the new academic projects and in particular programme portfolio review- Hosting programs- Research programs, etc.
4. Service to the Community	<p>The Dean, in accordance with the Community Education Policy is responsible for:</p>



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	<ul style="list-style-type: none">- Managing service to the community as an integrated part of the teaching and research activities of the college.- Creating and maintaining the necessary structures in the college by means of which effective and relevant service can be delivered to the community.- Maintaining a data base of community service activities that are undertaken by the college in line with university and college mission.
5. Staff	<p>The Dean, in consultation with the AVP and Human Resources Department, is responsible for the effective implementation of the University's Strategic Plan in terms of human resources within the college. In this regard, the Dean is responsible for the management and execution of the following:</p> <ul style="list-style-type: none">- Recommending the recruitment and the promotion of staff.- Adhering to HEC regulations in terms of recruitment, staff/student ratio and allocation of teaching load.- Maintaining accepted performance standards and, as far as is practical, ensuring the fulfillment of the service conditions and work agreements of all staff within the college.- Fostering and maintaining sound personal and professional relationships among the members of staff and between staff and clients.- Developing the expertise of staff by encouraging them to take up professional development activities.- Promoting employment equity and the goals associated with it.- Ensuring induction of new staff.- Systematically appraising the faculty members and documenting their annual appraisal.
6. Students	<p>The Dean, together with the relevant support service entities, is responsible for the following:</p> <ul style="list-style-type: none">- Monitoring, evaluating and taking any necessary action over student academic progression rates within the faculty.- When appropriate, providing academic and pastoral advice to students referred by faculty and/ or Registration.- Dealing with issues involving student progress, appeals, individual and group complaints and representations from groups of students about programmes and courses.- Supporting efforts to recruit and retain new students in accordance with the enrolment plans of the University and college.- Welcoming new students and providing orientation with regard to the activities of the college.- Promoting the value systems of the University.- Oversight of the implementation of the University's Academic Advising Policy.- Creating and maintaining effective communication with students through representation in the college council.- Meeting with the students on a regular basis in Question & Answer Session and effectively implement their suggestions.



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ROLE DIMENSIONS

	Directly Influenced	Indirectly Influenced
Financial	Proposing and controlling budget expenditure	N/A
Customer	Quick and accurate decision making and management approvals.	N/A
Process	Management of Faculty activities	N/A
Staff	Dedication and understanding	N/A

MAIN CONTACTS/OPERATING NETWORK

Contact Group	Status (internal/ external)	Purpose	Divergent/Shared	Frequency
Head of Dept.	Internal	Smooth running of the Faculty	Shared/ Supervision	Frequently
QAAU	Internal	Quality Assurance	Shared	Often
Registration	Internal	Enrolment; grades; & credit transfers	Shared	Often
Accounts	Internal	Requisition of funds	Shared	As needed
HR	Internal	Recruitment; overload approvals; leaves; visa purpose	Shared	As needed

QUALIFICATIONS / REQUIREMENTS

Domain	Academic Management
Necessary knowledge and Experience	<ul style="list-style-type: none"> ▪ At least 4 years of experience after obtaining the PhD ▪ Experience in academic administration or any related setting to evidence familiarity with academic programmes, policies and regulations necessary to hold authority over the activities in an educational institution. ▪ Suitable research publications in high quality peer reviewed publication outlets in one of the discipline areas offered in the college. ▪ Having a proven track record as a leader, teacher and public servant in a variety of settings is critical. ▪ An academic dean shall have university teaching experience.
Education and Certification requirements	PhD Holder (<i>minimum Associate Professor</i>)
Job specific technical Skills	<ul style="list-style-type: none"> ▪ Effective resource management. ▪ Ability of assessment. ▪ Ability to multi-task and prioritize. Superior aptitude to handle multiple tasks with great precision and attention to detail, set priorities and meet deadlines. ▪ Excellent verbal and written communication skills. ▪ Strategic planning and interdisciplinary scholarly skills. ▪ Excellent interpersonal skills and the ability to relate well to colleagues and students.



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	<ul style="list-style-type: none"> ▪ By nature, a self-motivated, creative thinker and socially responsible. ▪ Superb ability to work in a team setting and a fast-paced environment. ▪ Intense ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
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COMPETENCIES	
Description	Level
-	-

WORKING CONDITIONS	
Working Environment	Office Environment
Degree of Risk of physical or mental injury	Medium to high level of stress resulting from; <ul style="list-style-type: none"> ▪ Keeping the academic schedules and deadlines ▪ Managing the academics and staff in the Faculty ▪ Managing Students.

Note:

The employee shall perform any other duties relating to position. The position has been approved in accordance with the current organisation structure of the University. When the Board of Trustees approves a revised organisation structure, the position will be reviewed at that time.

Employee Undertaking:

I have read discussed and agree to perform all of the duties and responsibilities of this job under the conditions outlined.