

SENIOR ACADEMIC ADMINISTRATOR POSITIONS – RESPONSIBILITY STATEMENTS

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POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Vice Chancellor and CEO
Department/Unit/College:	Vice Chancellor's Office
Reporting to:	University Council
Other Positions/Units Reporting to this one:	DVC Academic Affairs DVC Research & Graduate Studies DVC Student Affairs & Enrollment DVC Finance & Admin Affairs Director Media & Communications Director International Relations Director Planning, Academic & Institutional Development Director Information Technology Vice Chancellor's Office

Position summary:

The Vice Chancellor is the Chief Executive Officer of the university and reports to the University Council. The Vice Chancellor's core responsibility is to implement the policies of the University Council and to ensure that the University's resources are used in ways that most effectively advance the approved mission and strategic plan of the University.

Duties and Responsibilities:

As the University Council's representative in the University, the Vice Chancellor ensures that the mission, strategic goals, and policies of the University, which have been approved by the University Council, are consistently and competently carried out across all parts of the University.

The Vice Chancellor is responsible for the development of effective systems of communication, particularly ensuring that the campus community remains focused on the University mission, remains aware of the strategic goals, and understands the role of their organizational unit in supporting the mission and the strategic plan.

The Vice Chancellor keeps the campus informed of the University Council's priorities and keeps the Council informed of important campus issues, developments, and needs.

As Chief Executive Officer, the Vice Chancellor provides leadership to the university, nurturing a culture of excellence across all parts of the University.

Externally, the Vice Chancellor is the public face of the University, defines the public image of the University, and ensures that public communication with the media and others reinforces that image.

The Vice Chancellor develops and maintains relationships with government bodies, private entities, and other universities, to enhance the reputation of UAEU, increase public support for the university, and advance the university's strategic goals.

The Vice Chancellor is responsible for the effective management of the University's resources, ensuring that human and financial resources are used in ways that support the institutions mission and strategic goals. The Vice Chancellor is further responsible for protecting the University's assets by taking reasonable measures to shield the institution from financial, legal, and reputational risks.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Deputy Vice Chancellor for Academic Affairs (Provost)
Department/Unit/College:	DVC (Academic Affairs) Office
Reporting to:	Vice Chancellor
Other Positions Reporting to this one:	Deans of the Colleges Dean of Medicine and Health Sciences Dean of the University College Director of Academic Personnel Director of Program and Curriculum Director of the Continuing Education Center Director of the Center for Excellence in Teaching & Learning Coordinator of the National T.A. Office DVC (Academic Affairs) Office Staff

Position summary:

The Deputy Vice Chancellor for Academic Affairs is the Provost and Chief Academic Officer of the university. As a senior member of the University's Executive, reporting to the Vice Chancellor, the DVC (Academic Affairs) is responsible for strategic leadership in academic planning and quality, teaching and learning, and faculty and instructors across foundations, general education, baccalaureate, and National TA programs as well as Continuing Education.

As an academic leader, the DVC (Academic Affairs) is responsible for developing a performance culture that promotes teaching excellence, program innovation and responsiveness to the opportunities of new learning technologies.

As a member of the Vice Chancellor's senior management team, the DVC (Academic Affairs) shares responsibility for strategic and operational planning, implementation and evaluation across the institution.

Duties and Responsibilities:

1. Advance the mission and strategic goals of the University in core academic areas, covering pre-university preparation programs, General Education and Baccalaureate Programs, the National Teaching Assistant Program, and Continuing Education;
2. Ensure that academic policies effectively support the goals of the University and, as necessary, recommend changes in academic policy and programs to the Academic Council;

3. Oversee curriculum development, working through the Deans to ensure that the University's academic programs are current and effectively prepare graduates to meet the needs of the UAE government and of private employers;
4. Lead the development of opportunities offered by emerging learning technologies that will lead to improvements in teaching and learning;
5. Lead improvements in academic quality by ensuring that rigorous processes are in place for all academic activities and by developing faculty recruitment, mentoring, performance review, and promotion policies and procedures so as to continuously elevate the level of teaching and learning;
6. Promote engagement with other universities and develop partnerships with local and international institutions that support the mission of the University and enrich the student experience;
7. Work with the DVC (Student Affairs & Enrollment) to develop 'living-learning' programs and other activities that enrich the student experience and enhance undergraduate education;
8. Prepare annual budget requests for the portfolio, in alignment with the University's strategic plan, and manage resources in a way that most effectively advances the institution's strategic academic goals;
9. Make a high quality and influential contribution to the work of the Executive of the University, and to the wider interests of the University.
10. Undertake any other duties that may be assigned by the Vice Chancellor.

The DVC (Academic Affairs) is an *ex officio* member of the Senior Executive Cabinet, the Academic Council and the University Development Committee.

Qualities, Skills and Values:

- Strong strategic planning skills;
- Highly developed communication skills, both verbal and written;
- Commitment to excellence in the student experience and the development of a student-centered University;
- Strategic view of the development of learning and teaching quality, and of the development of human resources;
- Capacity to develop and lead the implementation of the University's responses to opportunities for development and improvement;
- Leadership in academic planning and a focus on the development of programs that are both relevant for the country and also attractive to students.

Education, Qualifications and Experience:

Essential

- Doctorate from an internationally recognized, research-intensive university, and a track record of scholarly productivity;
- Current or previous appointment at Professorial level;

- At least three-years experience in senior university leadership;
- Experience in effective management of a large staff complement and complex budgets;
- Experience with leadership in strategic planning, budgeting & financial management, change management, academic collaborations, and collegial shared governance.

Desirable

- Experience with curriculum development and program review;
- Knowledge of university rankings systems;
- Experience with institutional and program accreditation standards and processes.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Deans of Colleges
Department/Unit/College:	College of _____
Reporting to:	Deputy Vice Chancellor (Academic Affairs)
Other Positions Reporting to this one:	Vice Dean Assistant Deans Department Chairs Dean's Office staff

Position summary:

The Dean is the academic leader of the College as well as being the chief academic, financial, and administrative officer. The Dean guides the development of the mission, goals and annual action plans for the College, in alignment with the University's plans, and is responsible for ensuring and reporting on progress towards achieving the College's goals.

As a member of the University's senior administrative team, the Dean actively participates in various university-level activities, including institutional planning, implementation and evaluation. The Dean is responsible for fostering cooperation with other Colleges and with the university's support units.

The Dean creates and sustains an environment in which academic excellence is pursued by faculty, staff, administrators and students. The Dean provides the leadership and direction needed to improve quality and innovation in teaching and learning, build research and scholarship at an international level, and develop lasting partnerships with the community.

Duties and Responsibilities:

1. Efficiently and effectively manage the College and its educational and research programs;
2. Oversee the development of goals, initiatives and action plans in the College's strategic planning, and ensure widespread engagement of the College's faculty, staff, students and other stakeholders in this process;
3. Regularly report to the Deputy Vice Chancellor (Academic Affairs) and Vice Chancellor on progress towards achieving the College's goals.
4. Ensure continuous improvement in the College's activities, through a systematic process of outcomes assessment and program review;
5. Oversee and guide the recruitment, retention, continuing professional development, and promotion processes for faculty;
6. Play a supportive and developmental role for Department Chairs and other senior administrators in the College;

7. Ensure that the students have a high quality learning environment – including access to academic and career advice, opportunities for participation in research and internship, and involvement in enriching co-curricular and extra-curricular activities;
8. Provide leadership for innovation in teaching and learning across the College and ensure that the degree programs offered are appropriate, well-designed and well taught;
9. Provide leadership for the continued development, innovation and quality of research in the College;
10. Plan, develop and seek funding for facilities across the College, in line with the College’s strategic plan, changes in student number and profile, and the requirements of the College’s research activities;
11. Provide the leadership and direction necessary for the College to engage productively with external stakeholders;
12. Ensure that the decisions, policies, and regulations adopted by the offices of the Chancellor, Vice Chancellor and Provost are followed within the College, and ensure that all laws and regulations complied with.
13. Undertake any other duties that may be assigned by the DVC (Academic Affairs).

Committee responsibilities:

The Dean is an *ex officio* member of the University’s Academic Affairs Council, Chairs the College Council, and sits on external advisory committees and boards at the College level.

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
Department Chairs and Faculty members in College; Other Deans; University Senior Executive; Administration units.	Provide academic leadership and development; Support University strategic goals; Achieve effective support for College’s activities.
<i>External</i>	<i>Reason for Interaction</i>
Stakeholders, including College Advisory Committee, Alumni, research collaborators, schools, government agencies, research end-users.	Advocate for the College; Seeking external input, advice and funding opportunities; Environmental scanning.

Qualities, Skills and Values:

- Ability to articulate a clear vision and direction for the College;
- Ability to communicate effectively with faculty, staff, students, colleagues, and external stakeholders;
- Ability to catalyze change and productively engage colleagues in innovation;

- Ability to achieve outcomes by teamwork and through appropriate delegation.
- Excellent written and spoken English communication skills;
- Strong budgeting and fiscal management skills;
- Commitment to objective, evidence-based, ethical decision-making;
- Understanding of cultural differences and ability to accommodate different perspectives.

Education, Qualifications and Experience:

Essential

- Doctoral degree from an internationally recognised, research-intensive university;
- Current or previous appointment at Associate or Full Professor level.
- At least three years of leadership experience at department or faculty/college level, or higher;
- Experience in effective management of a large staff complement and complex budgets;
- Experience with leadership in strategic planning, budgeting, change management, academic collaborations, and collegial shared governance.

Desirable

- Familiarity with the cultural diversity of the country and region;
- Ability to communicate in Arabic.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Dean of the College of Medicine & Health Sciences
Department/Unit/College:	College of Medicine & Health Sciences
Reporting to:	Deputy Vice Chancellor (Academic Affairs)
Other Positions Reporting to this one:	Vice Dean Assistant Deans Department Chairs Dean's Office staff

Position summary:

The Dean is the academic leader of the College as well as being the chief academic, financial, and administrative officer. The Dean guides the development of the mission, goals and annual action plans for the College, in alignment with the University's plans, and is responsible for ensuring and reporting on progress towards achieving the College's goals.

As a member of the University's senior administrative team, the Dean actively participates in various university-level activities, including institutional planning, implementation and evaluation. The Dean is responsible for fostering cooperation with other Colleges and with the university's support units.

The Dean creates and sustains an environment in which academic excellence is pursued by faculty, staff, administrators and students. The Dean provides the leadership and direction needed to improve quality and innovation in teaching and learning, build research and scholarship at an international level, and develop lasting partnerships with the community.

Duties and Responsibilities:

1. Efficiently and effectively manage the College and its educational and research programs;
2. Oversee the development of goals, initiatives and action plans in the College's strategic planning, and ensure widespread engagement of the College's faculty, staff, students and other stakeholders in this process;
3. Regularly report to the Deputy Vice Chancellor (Academic Affairs) and Vice Chancellor on progress towards achieving the College's goals.
4. Ensure continuous improvement in the College's activities, through a systematic process of outcomes assessment and program review;
5. Oversee and guide the recruitment, retention, continuing professional development, and promotion processes for faculty;
6. Play a supportive and developmental role for Department Chairs and other

- senior administrators in the College;
7. Ensure that the students have a high quality learning environment – including access to academic and career advice, opportunities for participation in research and internship, and involvement in enriching co-curricular and extra-curricular activities;
 8. Provide leadership for innovation in teaching and learning across the College and ensure that the degree programs offered are appropriate, well-designed and well taught;
 9. Provide leadership for the continued development, innovation and quality of research in the College;
 10. Plan, develop and seek funding for facilities across the College, in line with the College’s strategic plan, changes in student number and profile, and the requirements of the College’s research activities;
 11. Provide the leadership and direction necessary for the College to engage productively with external stakeholders, especially Ministry of Health, Ministry of Labor and health authorities;
 12. Liaise with the medical directors of the local and regional hospitals in regards to staff and student clinical placements;
 13. Attend medical executive committee meetings at the local hospitals;
 14. Provide academic input to community groups and agencies dealing with health funding and policy regarding research and/or clinical matters;
 15. Develop collaborations with international agencies and academic institutions (e.g. World Health Organization, Medicen Sans Frontieres);
 16. Ensure that the decisions, policies, and regulations adopted by the offices of the Chancellor, Vice Chancellor and Provost are followed within the College, and ensure that all laws and regulations complied with.
 17. Undertake any other duties that may be assigned by the DVC (Academic Affairs).

Committee responsibilities:

The Dean is an *ex officio* member of the University’s Academic Affairs Council.

The Dean is the Chair of the College Council.

The Dean sits on (or Chairs) external advisory committees and Boards at the College level.

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
Department Chairs and Faculty members in College; Other Deans; University Senior Executive; Administration units.	Provide academic leadership and development; Support University strategic goals; Achieve effective support for College’s activities.

<i>External</i>	<i>Reason for Interaction</i>
Stakeholders, including College Advisory Committee, Alumni, research collaborators, schools, government agencies, research end-users.	Advocate for the College; Seeking external input, advice and funding opportunities; Environmental scanning.

Qualities, Skills and Values:

- Ability to articulate a clear vision and direction for the College.
- Ability to communicate effectively with faculty, staff, students, colleagues, and external stakeholders.
- Ability to catalyse change and productively engage colleagues in innovation.
- Ability to achieve outcomes by teamwork and through appropriate delegation.
- Excellent written and spoken English communication skills; the ability to communicate in Arabic as well is a valuable asset.
- Strong budgeting and fiscal management skills.
- Commitment to objective, evidence-based, ethical decision-making.
- Understanding of cultural differences and ability to accommodate different perspectives.

Education, Qualifications and Experience:

Essential

- Basic medical qualification (e.g. MD, MBBS, or MBChB);
- Post-graduate professional qualification in a medical or basic science sub-speciality (e.g. US Board-certification or fellowship of a Royal College or equivalent agency) and/or a Doctoral degree from an internationally recognised, research-intensive university.
- Current or previous appointment at Associate or Full Professor level.
- At least three years of leadership experience at department or faculty/college level, or higher;
- Experience in effective management of a large staff complement and complex budgets;
- Experience with leadership in strategic planning, budgeting, change management, academic collaborations, and collegial shared governance.

Desirable

- Familiarity with the cultural diversity of the country and region;
- Ability to communicate in Arabic.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Vice Deans
Department/Unit/College:	College of _____
Reporting to:	Dean
Other Positions Reporting to this one:	<i>To be defined by the College</i>

Position Summary:

Reporting directly to the Dean of the College, the Vice Dean works with Department Chairs and Program Coordinators to develop and implement strategic directions and manage faculty, curricular and financial resources. The Vice Dean assists the Dean in a range of assignments in support of strategic planning for the College, degree program development and review, implementation of retention initiatives, as well as the day-to-day operations. The Vice Dean supports collaboration among interdisciplinary programs, and represents the College and the Dean in the Dean's absence.

Duties and Responsibilities:

1. Stand in for the Dean in his/her absence;
2. Supervise the drafting of the College's budget, in a way that ensures achieving the College's goals, for submission to the Dean for approval;
3. Work with the College's leadership team in developing, and monitoring progress of, the strategic plan, and ensure initiatives are properly budgeted;
4. Review the academic programs of the College against accreditation standards or other international benchmarks, and work with the College's leadership team to develop strategies for enhancing the College's research ranking;
5. Assist the Dean in dealing with faculty and staff appointments, and related policies and procedures;
6. Assist the Dean in managing the College's day-to-day affairs;
7. Accomplish other tasks as assigned by the Dean.
8. *The College will have specific tasks delegated to the Vice Dean – which should be listed here: ...*

The Vice Dean is an ex officio member of the following College committees: ...

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
Assistant Deans; Department Chairs	Integration of academic activities across College's leadership team
Deputies Vice Chancellor	Application of relevant University policies within the College
Assistant Secretary General (Finance)	Budgeting
Director, PAIDD; Enrolment Deanship	Projections of student numbers for the College's programs and analysis of trends
Director, Academic Personnel Office	Coordination of faculty recruitment, career progression & retention activities
Media & Communications Dept.	Coordination of media and events
<i>External</i>	<i>Reason for Interaction</i>
<i>Colleges will define here the external interactions that their Vice Deans are expected to maintain, depending on the specific roles identified for the Vice Dean.</i>	

Qualities and Skills:

- High-level written and verbal communication skills in English (ability to communicate in Arabic is a significant advantage);
- Good leadership and interpersonal skills;
- Facility with data analysis and interpretation and evidence-based decision-making.

Education, Qualifications and Experience:

Essential

- PhD from an internationally recognized university in an academic discipline represented within the College;
- Significant experience as Department Chair - or equivalent leadership experience in higher education;
- Significant teaching expertise, a substantial record of refereed publications, and an agenda for on-going research;
- Experience in strategic planning, budgeting and financial management.
- Experience in reviewing programs and learning outcomes assessment, promoting scholarship, and faculty professional development
- *Additional discipline-specific expectations listed here: ...*

Desirable

- **Rank of Full or Associate Professor**

Appointment

The Vice Dean is appointed from among faculty members in the College by a Chancellor's decree, upon proposal by the Dean of the College and approval by the University Council. The appointment of the Vice Dean will be for two years - renewable.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Assistant Deans (Student Affairs)
Department/Unit/College:	College of _____
Reporting to:	Dean
Other Positions Reporting to this one:	<i>To be defined by the College</i>

Position Summary:

The Assistant Dean (Student Affairs) is part of the College's leadership team, with particular responsibility for leading and coordinating educational and student-related activities in the College.

The Assistant Dean works with students, administrators, and campus community resources to facilitate student success. The Assistant Dean serves as student advocate by representing the needs of students, supports the Faculty Academic Advisors in their endeavors to counsel students, and coordinates the support services provided in the University with the activities of the College.

Duties and Responsibilities:

1. Assist the Dean in the development and regular review of College policies and procedures related to Student Affairs;
2. Work with the Dean and/or Vice Dean to coordinate the College's responsibilities for undergraduate programs relating to new program development, periodic program review, CurricUNET, learning outcomes assessment, and relevant accreditation activities;
3. Chair the College's Advising and Counseling Units for both undergraduate and postgraduate students;
4. Oversee the coordination of the College's academic advising activities in collaboration with the Director of the Student Academic Success Program in the University College;
5. Follow up student admission activities, distribution among the academic departments, transfer procedures, change of track and course equivalence procedures;
6. Manage activities related to scheduling of classes;
7. Lead the College's contribution to student activities in collaboration with Department Chairs and the Student Affairs Department, including facilitation of Student Clubs and Societies in the College and other extra- and co-curricular student activities;
8. Ensure that the College has effective procedures for the detection of student problems and referral to relevant support services, such as academic advice, counseling, health services;

9. Produce periodical reports of student problems and of appropriate actions taken to resolve them;
10. Collaborate with University College regarding issues relating to the University Foundation Program and the General Education Program;
11. Work with the Dept. Chairs to coordinate student overseas exchange and to identify opportunities for internationalizing the curricula in the College's degree programs;
12. Accomplish other tasks/duties assigned by the Dean.

13. Each College will have specific tasks assigned to the Assistant Dean (Student Affairs) – which should be listed here...

The Assistant Dean (Student Affairs) is *ex officio* chair of the College Examination Committee and is an *ex officio* member of the College Curriculum Committee. *Other College-specific committee roles should be listed here: ...*

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
Other Assistant Deans in College	Integration of academic activities across College's leadership team;
Department Chairs	Oversight of application of College's and University's policies and procedures;
Director, Undergraduate Program & Curriculum Office	UPCC – new and revised programs; Learning Outcomes Assessment, CurricUNET;
Dean of University College	College's contribution to the Gen Ed program; entry requirements for UFP graduates; coordination of SASP activities;
CETL	Teaching & Learning professional development programs; iPad pedagogy.
Head of the elected student body; Student Affairs	Coordination of student co-curricular and extra-curricular activities
<i>External</i>	<i>Reason for Interaction</i>
Professional accreditation agencies	Program accreditation
Employers and internship partners	Student internships and job placement

Qualities and Skills:

- High-level written and verbal communication skills in English (ability to communicate in Arabic is a significant advantage);
- Facility with data analysis and interpretation and evidence-based decision-making;

- Good rapport with students, and commitment to a student-centered approach to teaching and learning.

Education, Qualifications and Experience:

Essential

- PhD¹ from an internationally recognized university in an academic discipline represented within the College;
- An extensive portfolio of teaching experience, involvement in curriculum development and learning assessment;
- *Insert discipline-specific expectations here: ...*

Desirable

- Rank of Full or Associate Professor
- Experience in peer assessment of teaching and in professional development of faculty in the teaching-and-learning area.

Appointment

The Assistant Dean (Student Affairs) is appointed from among faculty members in the College by a Chancellor's decree, upon proposal by the Dean of the College and the recommendation of the DVC (Academic Affairs) supported by the Vice Chancellor. The appointment of the Vice Dean will be for two years - renewable.

¹ The requirement for a PhD is waived for the College of Medicine and Health Sciences if the appointee has a higher specialist clinical qualification e.g. Board Certification and/or Membership/Fellowship of a Royal College.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Assistant Deans (Research & Graduate Studies)
Department/Unit/College:	College of _____
Reporting to:	Dean of the College
Other Positions Reporting to this one:	<i>To be defined by the College.</i>

Position Summary:

The Assistant Dean for Research and Graduate Studies is part of the College's leadership team, with particular responsibility for leading and coordinating the development of research and the management of graduate studies within the College. This position is particularly important for the positioning of UAEU in international university rankings.

Duties and Responsibilities:

1. Assist the Dean in the development and regular review of College policies and procedures related to research and graduate studies, and ensure alignment with university policies and procedures;
2. Develop the College's Research Plan and monitor progress towards achieving the research goals;
3. Prioritize the College's research activities and work with the Dean to provide them with appropriate support;
4. Chair the College Research Committee and initiate actions designed to enhance research activities;
5. Chair the College Graduate Studies Committee and initiate actions designed to enhance graduate education in the college;
6. Monitor and coordinate the work of the graduate program coordinators, especially relating to curriculum development and assessment, student admission, and scholarships;
7. Promote the College's graduate programs to internal and external audiences and introduce student recruitment initiatives;
8. Serve as a member of the Graduate Studies Council and the University Research Council;
9. Develop strategies to ensure that faculty publish research papers in highly ranked outlets;
10. Work with Department Chairs to develop research activities, host seminars and workshops, and organize conferences and coordinate between the College and other concerned University sectors;
11. Liaise with the Dean of the College of Graduate Studies in all matters relating to graduate studies;

12. Coordinate the College’s responsibilities for graduate programs relating to new program development, periodic program review, learning outcomes assessment, and accreditation activities;
13. Coordinate the appointment of advisory committees for graduate students, review and approve study plans, and assist graduate students in the logistics of their thesis/dissertation preparation, review and defense;
14. Accomplish other tasks/duties assigned by the Dean.

The Assistant Dean (Research & Graduate Studies) is *ex officio* chair of the College’s Graduate Studies Committee, and an *ex officio* member of the Graduate Studies Council, as a representative of the College. *Other College-specific committee roles should be listed here: ...*

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
Other Assistant Deans in the College	Integration of academic activities across College’s leadership team
Department Chairs	Oversight of application of College’s and University’s policies and procedures
Graduate Program Coordinators	Oversight of graduate affairs of all graduate programs including curriculum development and review, financial assistance for students, student admission.
DVC (Research & Graduate Studies) Dean, College of Graduate Studies	Application of university policies and procedures for research & graduate studies within the College; coordination of research grant activities
Assistant Deans for Student Affairs and Professional Development, and Department Chairs	Integration of undergraduate and graduate activities in College; facilitating undergraduate research
Assistant Deans (Research & Graduate Studies) in other Colleges	Fostering interdisciplinary research & graduate-level teaching; Coordinating cross-disciplinary Research Centers
Director, PAIDD	Collection of information relating to research activity and university rankings
<i>External</i>	<i>Reason for Interaction</i>
Research partners in government, business, and industry	Facilitating collaborative research with external bodies
Grant-awarding bodies relevant to all disciplines in the College	Facilitating external research grants and coordinating large, multi-researcher proposals

Qualities and Skills:

- High-level written and verbal communication skills in English (ability to communicate in Arabic is a significant advantage);
- Commitment to building research capacity and encouraging strong research performance in the College;
- Ability to relate well to graduate students and support them in research;
- Facility with data analysis and interpretation and evidence-based decision-making.

Education, Qualifications and Experience:

Essential

- ¹PhD from an internationally recognized university in an academic discipline represented within the College;
- A strong track record of research.
- Knowledge of journal rankings and publication impact factors in disciplines in the College and understanding of university rankings systems.

Desirable

- Rank of Associate Professor;
- Familiarity with issues relating to consultancies and contracts, and commercializing research outcomes.

¹ The requirement for a PhD is waived for the College of Medicine and Health Sciences if the appointee has a higher specialist clinical qualification e.g. Board Certification and/or Membership/Fellowship of a Royal College.

Appointment

The Assistant Dean (Research & Graduate Studies) is appointed from among faculty members in the College by a Chancellor's decree, upon proposal by the Dean of the College and the recommendation of the DVC (Research & Graduate Studies) supported by the Vice Chancellor. The appointment of the Assistant Dean will be for two years - renewable.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Assistant Deans (Professional Development)²
Department/Unit/College:	College of _____
Reporting to:	Dean
Other Positions Reporting to this one:	<i>To be defined by the College</i>

Position Summary:

The Assistant Dean for Professional Development is part of the College's leadership team, with particular responsibility for internship and work-experience activities, alumni relations, and career planning and placement for graduates. This role is also central to the College's community engagement activities.

Duties and Responsibilities:

1. Oversee the College's internship placement and work experience activities across all degree programs;
2. Track data on career placement of graduates from the College's programs and work with the Center for Career Placement & Alumni to develop and manage activities to connect students with potential employer organizations;
3. Coordinate with Department Chairs to manage alumni affairs in the College, and work with the Center for Career Placement & Alumni (CCPA) to create activities and other opportunities for maintaining alumni connections with the College;
4. Align the College's community service activities with the university-wide initiatives supporting the community engagement goal in the strategic plan;
5. Accomplish other tasks/duties assigned by the Dean.
6. *Specific tasks delegated to the Assistant Dean (Professional Development) should be listed here: ...*

The Assistant Dean (Professional Development) is *ex officio* chair of the College Alumni Committee and is an *ex officio* member of the College Curriculum Committee.

Other College-specific committee roles should be listed here: ...

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
Other Assistant Deans in the College	Strategic planning; day-to-day management of the College;
DVC (Student Affairs & Enrolment) &	Internships; Career planning & placement;

² **Note:** This position does not appear in the CMHS – for that College, these responsibilities are shared between the Assistant Dean (Medical Education) and the Assistant Dean (Clinical Affairs).

CCPA	Alumni activities
<i>External</i>	<i>Reason for Interaction</i>
Alumni Employer organizations	On-going connections with the College; Developing career advice for students and creating career opportunities.

Qualities and Skills:

- High-level written and verbal communication skills in English (ability to communicate in Arabic is a significant advantage);
- Facility with data analysis and interpretation, and evidence-based decision-making;
- Good interpersonal skills and commitment to community engagement.

Education, Qualifications and Experience:

Essential

- PhD from an internationally recognized university in an academic discipline represented within the College;

Desirable

- Rank of Full or Associate Professor;
- Experience in events management;
- Good connections with government agencies and private sector companies.

Appointment

The Assistant Dean (Professional Development) is appointed from among faculty members by a Chancellor's decree, upon proposal by the Dean of the College and the recommendation of the DVC (Academic Affairs) supported by the Vice Chancellor. The appointment of the Vice Dean will be for two years - renewable.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Assistant Dean (Medical Education)
Department/Unit/College:	College of Medicine & Health Sciences
Reporting to:	Dean
Other Positions Reporting to this one:	CMHS Assessment Officer National Board of Medical Examiners Proctor Director of the Clinical Skills & Simulation Center Director of the Examination Office

Position Summary:

The Assistant Dean for Medical Education is part of the College's leadership team, with particular responsibility for matters pertaining to the education, training, and clinical experience of medical undergraduates. This Assistant Dean is also responsible for vetting proposals for clinical training and coordinating the assessment of students at various stages of their course, in collaboration with the Assistant Dean for Clinical Affairs.

Duties and Responsibilities:

1. Oversee the College's undergraduate medical syllabus and its content and delivery;
2. Collaborate with clinicians in designated hospitals and adjunct clinical staff to ensure the provision of appropriate and sufficient clinical training;
3. Coordinate the College's responsibilities for undergraduate programs relating to new program development, periodic program review, CurricUNET, learning outcomes assessment, and accreditation activities;
4. Work with the Assistant Dean for Clinical Affairs to coordinate clinical placements and postings;
5. Review the educational content of postgraduate courses with the Assistant Dean (Research & Graduate Studies), and the Assistant Dean (Clinical Affairs);
6. Align the College's community service activities with the university-wide initiatives supporting the community engagement goal in the strategic plan;
7. Track data on career placement of graduates from the College's programs and work with the Center for Career Placement & Alumni to develop and manage activities to connect students with potential employer organizations;

8. Coordinate with Department Chairs to manage alumni affairs in the College, and work with the Center for Career Placement & Alumni (CCPA) to create activities and other opportunities for maintaining alumni connections with the College;
9. Coordinate annual graduation events within the College;
10. Accomplish other tasks/duties assigned by the Dean.

The following CMHS Committees report to the Assistant Dean for Medical Education: (a) Medical Undergraduate Curriculum Committee; (b) Higher Professional training Committee; (c) Continuing Medical Education & Professional Development Committee; (d) Learning Resources Information Technology Committee; (e) Student Promotion Committee.

The Assistant Dean (Medical Education) is a voting member of the following CMHS Committees: (a) Students Promotion Committee; (b) Continuing Medical Education & Professional Development Committee; (c) Space Allocation Committee.

The Assistant Dean (Medical Education) is an *ex officio* member of the following CMHS Committees: (a) Medical Undergraduate Curriculum Committee; (b) Learning Resources Information Technology Committee; (c) Committee on Medical Students Fitness For Medical Practice.

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
Other Assistant Deans in the College	Strategic planning; day-to-day management of the College;
DVC (Student Affairs & Enrolment)	Career planning & placement; Alumni activities
Director, Undergraduate Program & Curriculum Office	UPPC – new and revised programs; Learning Outcomes Assessment, CurricUNET
<i>External</i>	<i>Reason for Interaction</i>
Adjunct clinicians	On-going connections with the College;
Hospitals and health centers	For placement of students in clinical settings.

Qualities and Skills:

- High-level written and verbal communication skills in English (ability to communicate in Arabic is a significant advantage);
- Facility with data analysis and interpretation, and evidence-based decision-making;
- Good interpersonal skills and commitment to community engagement.

Education, Qualifications and Experience:

Essential

- PhD from an internationally recognized university in an academic discipline represented within the College; and/or a higher professional medical qualification e.g. US or Canadian Board-certification or membership/fellowship of a Royal College or its Faculty (e.g. UK, Ireland, Canada, Australasia) or equivalent;
- Rank of at least Associate Professor;

Desirable

- Certificate or diploma in Education
- Experience of coordinating and/or developing Education and training programs in Medicine

Appointment

The Assistant Dean (Medical Education) is appointed from among faculty members by a Chancellor's decree, upon proposal by the Dean of the College and the recommendation of the DVC (Academic Affairs) supported by the Vice Chancellor. The appointment of the Vice Dean is for two years - renewable.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Assistant Dean (Clinical Affairs)
Department/Unit/College:	College of Medicine & Health Sciences
Reporting to:	Dean
Other Positions Reporting to this one:	Coordinating Officer, Tawam Hospital; Coordinating Officer, Al Ain Hospital; Coordinating Officer, Sheik Khalifa Medical Centre; Coordinating Officer, Mafraq Hospital; Coordinating Officer, Oasis Hospital.

Position Summary:

The Assistant Dean (Clinical Affairs) is part of the College's leadership team, with particular responsibility for licensing of clinical faculty at CMHS and facilitating the award of clinical privileges at affiliated hospitals and healthcare facilities. The position carries with it headship of the Emirates Health Services (EHS).

Duties and Responsibilities:

1. Represent the clinical interests of academic clinicians at CMHS in meetings of the Medical Executive Board of hospitals with close links with CMHS students and staff;
2. Coordinate with Department Chairs to manage clinical affairs in the College, and work with coordinating officers at Tawam hospital, Al Ain hospital, Sheikh Khalifa Medical Centre, Mafraq Hospital; Oasis Hospital, and other hospitals in the UAE where there is a potential for student and/or staff placement;
3. Oversee the activities of the Emirates Health Services, including continuing professional development, assessment of students and doctors applying for licensing and registration, and coordination of clinical activity by CMHS clinical staff at hospitals, health care facilities, Ministries and Health Authorities;
4. Work with the Assistant Dean (Medical Education) to align the College's community service activities with the university-wide initiatives supporting the community engagement goal in the strategic plan;
5. Liaise with the Assistant Dean (Medical Education) to oversee the clinical components of training and education;
6. Accomplish other tasks/duties assigned by the Dean.

The following CMHS Committees report to the Assistant Dean for Clinical Affairs: (a) Clinical Liaison Committee; (b) Advisory Board for Emirates Health Services.

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
Other Assistant Deans in the College	Strategic planning; day-to-day management of the College;
<i>External</i>	<i>Reason for Interaction</i>
Adjunct clinicians Hospitals and health centers Health authorities Ministry of Health Other healthcare organizations	On-going connections with the College; Ensuring continuing license to practice for clinical academics; thereby maintaining their clinical skills and facilitating their use of hospital and healthcare facilities for student training.

Qualities and Skills:

- High-level written and verbal communication skills in English
- Facility with data analysis and interpretation, and evidence-based decision-making
- Good interpersonal skills and commitment to community engagement

Education, Qualifications and Experience:

Essential

- A higher professional medical qualification (e.g. US or Canadian Board-certification) or membership/fellowship of a Royal College (e.g. UK, Ireland, Canada, Australasia) or equivalent;
- Rank of at least Associate Professor;

Desirable

- Experience in events management;
- Good connections with government agencies and private sector companies.

Appointment

The Assistant Dean (Clinical Affairs) is appointed from among faculty members by a Chancellor's decree, upon proposal by the Dean of the College and the recommendation of the DVC (Academic Affairs) supported by the Vice Chancellor. The appointment of the Vice Dean will be for two years - renewable.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Department Chairs
Department:	_____ Department
College:	College of _____
Reporting to:	Dean of College
Other Positions Reporting to this one:	All Departmental faculty and support staff <i>Other direct reports as required by the College</i>

Position Summary:

The Chair of an Academic Department is an academic leader and the Department's chief administrative officer, with primary responsibility for ensuring the educational progress and welfare of students taking programs and courses in the Department, fostering high quality research, and engaging in service activities. The Chair ensures that faculty, instructors, staff and graduate students have a good working environment, enabling them to contribute to the Colleges strategic goals in all areas:- teaching, research and service.

Duties and Responsibilities:

1. Lead the development of the Department's teaching, research and service activities, as approved by the Department Council, and ensure that the Department's activities support the College in achieving its strategic goals;
2. Organize the Department's activities, assign duties and responsibilities, and establish committees, task forces and working parties as necessary;
3. Propose the allocation of faculty teaching loads and timetable of classes for each academic semester, for discussion by the Department Council and approval by the Dean;
4. Handle day-to-day management matters, such as travel requests, leaves of absence, sick leave;
5. Convene and chair Department Council meetings, and follow up on the implementation of Council's decisions;
6. Ensure the recruitment and retention of highly qualified faculty and staff by providing recommendations on appointments, promotions and contract renewals, according to University policies and guidelines – also make recommendations to the Dean in cases of disciplinary actions or termination of services;
7. Mentor new faculty members in teaching and research;
8. Review faculty and staff work plans, provide feedback on the plans, and contribute to annual performance appraisal as per policy;

9. Coordinate with the Enrolment Deanship and Dean of Graduate Studies to maximize the recruitment of the best possible students into the Department's undergraduate and graduate programs;
10. In collaboration with degree Program Coordinators, oversee the continuous improvement of academic program(s) in the Department, with a focus on the requirements of periodic program review, learning outcomes assessment, and accreditation requirements of external bodies;
11. Ensure that the Department's course syllabi and course files are accurate, comprehensive and up-to-date, are used in regular reviews of courses and programs, and satisfy the requirements of accreditation processes;
12. Ensure that the Department provides a good learning environment for students, including running effective new-student orientation programs, assignment of faculty as academic advisors, coordination with relevant administrative units with regard to student progress, and providing career and employment advice to students;
13. Supervise the selection of text books and references books pertaining to courses offered by the Department;
14. Plan and administer the Department's budget, in consultation with the Dean and in accordance with University policies and procedures, including the annual list of departmental needs & requirements for submission to the Dean as part of the College's budget process;
15. Ensure that records for the various departmental academic activities and university assets are kept current, and ensure appropriate usage in accordance with university policies and regulations;
16. Participate in the College Board meetings and provide input and feedback that supports the College strategic plan;
17. Ensure that all University and College policies, procedures and guidelines are followed within the Department;
18. Accomplish other tasks/duties assigned by the Dean.

19. *Specific tasks delegated to Department Chairs should be listed here: ...*

The Department Chair is the *ex officio* chair of the Department Council and will have a casting vote. The Department Chair is an *ex officio* member of the College Council.

Other College- or Department-specific committee roles should be listed here: ...

Primary Interactions:

<i>Internal (to the University)</i>	<i>Reason for Interaction</i>
Dean, Assistant Deans and Vice Dean in the College	Strategic planning; Budgeting; day-to-day operations
Program Coordinators in programs relevant to the Department	Ensuring effective management of courses and programs
Other Department Chairs in the College	Collaboration in teaching and research across disciplines; sharing of best practice
Dean of University College	Foundation program; Gen Ed program; Coordination of student advising/support activities
Dean of Graduate Studies	Day-to-day management of graduate programs and courses
Student Affairs	Internships; alumni – living/learning program
Administrative Units (e.g. HR, Finance, UITS)	Support for day-to-day Department management activities
<i>External</i>	<i>Reason for Interaction</i>
Alumni of degree programs in the Department	Maintaining on-going connections;
Employer organizations	Developing career advice for students and creating career opportunities.

Qualities and Skills:

- High-level written and verbal communication skills in English (ability to communicate in Arabic is a significant advantage);
- Strong interpersonal skills and leadership abilities;
- Capacity for building teams and involving others in decision-making, and strong sense of ownership of institutional vision and goals;
- *Discipline-specific expectations to be listed here: ...*

Education, Qualifications and Experience:

Essential

- PhD from an internationally recognized university in an academic discipline relevant to the Department;
- Experience in curriculum and program review processes and learning outcomes assessment;
- Record of effective teaching, solid research track record, and active engagement in Departmental affairs;
- *Any discipline-specific expectations to be listed here: ...*

Desirable

- Rank of Associate Professor or Professor.

Appointment

In consultation with the Dean of the relevant College, the Vice Chancellor shall appoint the Department Chair, selected from among the faculty members of the Department, for a term of two years, renewable.

[Note that Article 41 defines that Dept. Chairs should have 1-year renewable appointments. A 2-year appointment is more appropriate.]

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Graduate Program Coordinators
Department/Unit/College:	College of _____
Reporting to:	Chair of Department Or Assistant Dean for R&GS [for Doctorate and multidisciplinary programs]
Other Positions Reporting to this one:	<i>To be defined by the College.</i>

Position Summary:

The Graduate Program Coordinator acts as chief advocate for the program and presents a positive image of the program and the University to both internal and external stakeholders. The Graduate Program Coordinator is part of the College's academic leadership team, with particular responsibility for leading and coordinating the development of a graduate degree program.

Duties and Responsibilities:

1. Assist in student recruitment activities and ensure that promotional materials are current and available;
2. Coordinate admission of graduate students to the program at the college level;
3. Serve as lead academic advisor for the program and ensure the appointment of students' advisors and advisory committees and approve students' study plans, where applicable;
4. Coordinate the appointment of thesis/dissertation committees;
5. Review and approve transfer of credits;
6. Review and approve various student transactions, which include requests for leave of absence, change of major, withdraw from program, etc.;
7. Coordinate the scheduling of courses for the program;
8. Coordinate the development and review of course syllabi according to the University's guidelines, format and standards;
9. Coordinate Comprehensive Examinations (for Doctorate programs only);
10. Monitor the review and approval of students' research proposals and theses and ensure proper preparation, review and defense of theses/dissertations;
11. Monitor students overall conformance to program's requirements;
12. Coordinate faculty's selection of textbooks and their availability before the start of the semester;
13. Ensure the approval of student's site of training/practicum/internship;
14. Responsible for the overall academic quality assurance of the program;

15. Monitor funds collected from the program's tuition revenues and manage expenses;
16. Chair program's steering committee and exercise responsibility for the strategic and operational aspects of the program;
17. Work with Department Chair to develop research activities, host seminars and workshops, and organize activities relating to program;
18. Liaise with the Department Chair and the Assistant Dean for R&GS in all matters relating to graduate studies and to resolve academic issues in a timely manner;
19. Coordinate the College's responsibilities for graduate programs relating to new program development, periodic program review, learning outcomes assessment, and accreditation activities;
20. Accomplish other tasks/duties assigned by the Department Chair [or Assistant Dean for R&GS].

The Graduate Program Coordinator is a member of the College's Graduate Studies Committee. *Other College-specific committee roles should be listed here: ...*

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
Other Program Coordinators in the College	Integration of academic activities across College's leadership team
Department Chair	Oversight of application of academic policies and procedures
Assistant Dean for Student Affairs and Professional Development, and Department Chairs	Integration of undergraduate and graduate activities in College
<i>External</i>	<i>Reason for Interaction</i>
Reviewers	Facilitating thesis and program reviews.

Qualities and Skills:

- High-level written and verbal communication skills in English (ability to communicate in Arabic is desirable);
- Commitment to developing a viable degree program;
- Competency in conducting program self-study and developing follow-up action plans;
- Competency in education assessment and commitment to continuous improvement;
- Ability to relate well to graduate students and support them in studies and research;

- Facility with data analysis and interpretation and evidence-based decision-making.

Education, Qualifications and Experience:

Essential

- ¹PhD from an internationally recognized university in an academic discipline represented within the College;
- Rank of Assistant Professor;
- A strong track record of research.

Desirable

- Rank of Associate Professor for a Doctorate program coordinator;
- Familiarity with issues relating to program or institutional accreditation.

¹ The requirement for a PhD is waived for the College of Medicine and Health Sciences if the appointee has a higher specialist clinical qualification e.g. Board Certification and/or Membership/Fellowship of a Royal College.

Appointment

The Graduate Program Coordinator is appointed from among faculty members in the College by a Vice Chancellor's decree, upon recommendation by the Dean of the College and supported by the DVC (Research & Graduate Studies). The appointment of the Graduate Program Coordinator will be for two years - renewable.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Undergraduate Program Coordinators
Department:	Department of _____
College:	College of _____
Reporting to:	Chair of Department
Other Positions Reporting to this one:	<i>To be defined by the Department Chair</i>

Position Summary:

An Undergraduate Program Coordinator manages the academic aspects of the program, acts as chief advocate for the program, and presents a positive image of the program and the University to both internal and external stakeholders. Program Coordinators are part of a Department's academic leadership team, with particular responsibility for leading and coordinating the development of the undergraduate degree programs.

Duties and Responsibilities:

The Department Chair has overall responsibility for managing all aspects of the degree programs offered in the Department. However, the Chair can delegate many of the responsibilities related to a program to a Program Coordinator. These include, but are not limited to, the following:

1. Implement policies and procedures for effectively managing all academic components of the degree program and ensure fair, equitable and considerate treatment of prospective and enrolled students (such as program admission, retention and completion policies);
2. Coordinate student recruitment, advisement, evaluation and counseling, and regularly review student records to identify students at risk, meeting with them to discuss the best approach to improve their performances;
3. Continuously evaluate the well-being of the program, including review of course syllabi, student retention, feedback from student and alumni surveys, and assessment of achievement of student learning outcomes;
4. Lead the periodic review process for the program in accordance with the UAEU Periodic Program Review Policy, and with CAA and WASC standards;
5. Lead the activities required for any external program accreditation, including timely submission of reports and preparation and monitoring of action plans for program improvement;
6. Communicate regularly with the primary stakeholders of the program for the purpose of resolving problems and obtaining feedback to be considered in program improvements;
7. Receive complaints and suggestions about the program received from students, faculty or staff, and develop responses to any issues that are identified;

8. Communicate and coordinate with Program faculty, stakeholders and others involved with the program;
 9. Liaise with the Department Chair for the approval of various student transactions, including credit transfer, leave of absence, change of major, withdrawal from program;
 10. Ensure the approval of student's site of training/practicum/internship;
 11. Accomplish other tasks/duties related to the Program, as assigned by the Department Chair.
 12. *Other specific tasks delegated to the Program Coordinator should be listed here: ...*
- The Undergraduate Program Coordinator is a member of the Department Council.
- Other College-specific committee roles should be listed here: ...*

Primary Interactions:

<i>Internal (to the University)</i>	<i>Reason for Interaction</i>
Other Program Coordinators in the Department Department Chair	Integration of academic activities across Department's leadership team Oversight of adherence to academic policies and procedures
<i>External</i>	<i>Reason for Interaction</i>
Employers of program graduates Workplace supervisors Alumni of the program	Maintaining on-going connections, seeking employer feedback on quality of graduates Ensuring high quality and well managed training/practicum/internship experiences for students Involving alumni in continuous improvement of the program, providing career advice for students, and helping to identify career opportunities

Qualities and Skills:

- High-level written and verbal communication skills in English (ability to communicate in Arabic is a significant advantage);
- Strong interpersonal skills and leadership abilities;
- Commitment to developing a viable degree program;
- Competency in program self-study and developing follow-up action plans;
- Competency in assessment and commitment to continuous improvement;
- Ability to relate well to students and support them in studies;
- Facility with data analysis, interpretation, and evidence-based decision-making.
- *Discipline-specific expectations to be listed here: ...*

Education, Qualifications and Experience:

- This is a part-time administrative position to be filled by a faculty member;
- Program Coordinators must have at least five years' teaching experience in a university environment.
- *Any discipline-specific requirements to be listed here: ...*

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Dean of the University College
Department/Unit/College:	University College
Reporting to:	DVC (Academic Affairs)
Other Positions Reporting to this one:	Director – University Foundations Program Director – Student Academic Success Program Coordinator – General Education Program <i>Proposed: Coordinator – International Experience Program</i> University College Office Staff

Position summary:

University College exists to help UAEU students succeed throughout their university studies. The College seeks to: (i) lay a proper foundation for students transitioning from high school, (ii) identify students' needs and develop their basic academic skills, (iii) support them throughout their degree program, (iv) provide breadth to their degree programs through general education and an internationalized curriculum, and (v) work with faculty in baccalaureate programs to ensure that students graduate with the set of core capabilities identified by the University.

The Dean provides the academic leadership, coordination, planning and management necessary to ensure that the University College fulfills this mission. The Dean of the University College collaborates with the other Deans to ensure that the University Foundations Program is preparing students adequately for success in their degree programs, the University's General Education Program is effective and well-coordinated, the student advising processes are effective and well-integrated, and that all students have attained a set of core capabilities by the time of graduation.

As a member of the University's senior administrative team, the Dean of the University College actively participates in various university-level activities, including institutional planning, implementation and evaluation.

Duties and Responsibilities:

1. Efficiently and effectively manage the University College and oversee its educational programs.
2. Lead the University College in achieving its mission by overseeing the development of goals, initiatives and action plans in the College's strategic planning process, and ensure widespread engagement of the College's instructors, staff, students and other stakeholders.

3. Regularly report to the Deputy Vice Chancellor (Academic Affairs) and Vice Chancellor on progress towards achieving the College's goals.
4. Communicate the purpose and activities of the University College to the university community and external stakeholders.
5. Play an active role in strategic planning across the institution, as part of the senior administrative team.
6. Manage the College's budget and finances, and exercise signature authority for disbursements.
7. Oversee and guide the recruitment, retention, continuing professional development, performance review and promotion processes within the College.
8. Approve or recommend decisions on Human Resources matters affecting the college (salaries, leaves, temporary staff replacements, etc.).
9. Oversee curriculum and program development within the College.
10. Hear complaints and problems from University College students that are not resolved by faculty and program chairs.
11. Ensure that the decisions, policies, and regulations adopted by the offices of the Chancellor, Vice Chancellor and DVC (Academic Affairs) are followed within the University College, and ensure that all university laws and regulations are complied with.
12. Undertake any other duties that may be assigned by the DVC (Academic Affairs).

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
DVC (Academic Affairs)	Direct report; strategy & daily management
Deans of Colleges	Foundations, Gen. Ed., Student academic success activities, internationalization
Program and Curriculum Office	Approval of foundation and Gen. Ed. programs and courses
Continuing Education Center	Instructors teaching overload in CEC
Center for Career Planning & Alumni	Student academic success activities
General Education coordinators in Colleges	Management of Gen. Ed. program
International Relations Dept.	Management of exchange students
Administration units.	Support for academic activities
<i>External</i>	<i>Reason for Interaction</i>
Other institutions in the UAE and internationally	Benchmarking

Qualities, Skills and Values:

- Ability to articulate a clear vision and direction for the University College and the units within it.
- Ability to communicate effectively with faculty, staff, students, colleagues, and external stakeholders.
- Ability to catalyze change and productively engage colleagues in innovation.
- Ability to achieve outcomes by teamwork and through appropriate delegation.
- Excellent written and spoken English communication skills.
- Strong budgeting and fiscal management skills.
- Ability to set priorities in order to meet goals and deadlines.
- Commitment to objective, evidence-based, ethical decision-making, aimed at continuous improvement.
- Understanding of cultural differences and ability to accommodate different perspectives.

Education, Qualifications and Experience:

Essential

- Doctoral degree from an internationally recognised, research-intensive university;
- Current or previous appointment at Associate or Full Professor level.
- At least three years of leadership experience at department or faculty/college level, or higher;
- Experience with leadership in strategic planning, financial management, change management, academic collaborations, and collegial shared governance.
- Experience in effective management of a large staff complement and complex budgets.

Desirable

- Evidence of successful involvement in curriculum development and review, especially in general education and university preparation programs;
- Familiarity with the cultural diversity of the country and region;
- Ability to communicate in Arabic.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Director, Academic Personnel Office
Department/Unit/College:	DVC (Academic Affairs)
Reporting to:	DVC (Academic Affairs)
Other Positions Reporting to this one:	Manager (Academic Information) Manager (Recruitment & Planning) Office of the Director

Position summary:

The Academic Personnel function reports directly to the DVC (Academic Affairs) and is responsible for the preparation and updating of policies and procedures related to academic personnel, for the review of: (i) new appointments, (ii) appointments of visiting and adjunct professors, (iii) contract renewal and termination, (iv) faculty performance, (v) teaching loads, (vi) appointments of academic administrators, (vii) sabbatical leaves, and for other operations related to academic personnel.

Duties and Responsibilities:

1. Develop annual academic calendar of academic activities (e.g. deadlines for promotion applications, submission of performance plans, submission of sabbatical leaves;
2. Review the available academic positions in the Colleges and advise the DVC (Academic Affairs) on future manpower needs;
3. Review qualifications, ranks and salaries of all new academic appointments and provide recommendations to the Provost;
4. Conduct salary review studies as requested and advise the DVC (Academic Affairs) on salary adjustment requests;
5. Provide recommendations to the DVC (Academic Affairs) on contract renewals for faculty members and instructors;
6. Review the renewal and conclusion of academic assignments of administrators, including Department Chairs, Program Coordinators, Coordinators of Graduate Programs, Assistant Deans and Vice Deans, and draft decrees for these assignments.
7. Oversee the faculty performance review and evaluation process and deliver annual professional development workshops on academic administration, faculty performance review, induction for new appointments, and promotion;
8. Review faculty teaching/work loads, including proposed release hours for faculty, additional workloads and associated payments, to ensure that they are in line with policy;
9. Advise the DVC (Academic Affairs) on the needs for Visiting and Part-time faculty;
10. Review sabbatical leave and leave-without-pay requests, and advise the DVC (Academic Affairs) on appropriate action;

11. Review proposals from Colleges to offer summer courses, and recommend on associated payments for instructors;
 12. Respond to any inquiries from faculty members and Deans related to the academic personnel/activities;
 13. Contribute to the development and review of the policy and procedures related to Academic Personnel;
 14. Undertake any other duties that may be assigned by the DVC (Academic Affairs).
- The Director is *ex officio* chair of the University Promotions Committee and reports final recommendations on promotion applications to the DVC (Academic Affairs).

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
VC, DVC (Research & Graduate Studies) All College Deans Director HR, Director Financial Affairs	All activities and requests related to academic personnel.
<i>External</i>	<i>Reason for Interaction</i>

Qualities, Skills and Values:

- Excellent written and spoken English communication skills;
- Ability to design and deliver effective presentations;
- Working knowledge of academic activities and standards for appointment at various levels and promotion in international universities;
- Ability to write and review policies and procedures.

Education, Qualifications and Experience:

Essential

- Doctoral degree from an internationally recognised, research-intensive university;
- Current appointment the level of Associate Professor or Professor;
- At least 4 years service at UAE University;
- Excellent record as a productive faculty member and effective academic administrator as a Department Chair, Assistant or Vice Dean, or Dean.

Desirable

- Ability to communicate in Arabic as well as English;
- Experience related to international accreditation activities.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Director, Programs & Curriculum Office
Department/Unit/College:	Program and Curriculum Office
Reporting to:	DVC (Academic Affairs)
Other Positions Reporting to this one:	Manager of Academic Quality Assurance Office of the Director

Position summary:

The Director of Programs and Curriculum provides leadership and effective management of the university's academic programs and undergraduate curricula. The Director is responsible for ensuring appropriate and timely processing of undergraduate curriculum and policy initiatives requiring consideration by the University Programs and Curriculum Committee and/or the Academic Council, and overseeing the university's processes for academic quality assurance, including program review, and the assessment of institutional, program and course learning outcomes.

Duties and Responsibilities:

1. Receive proposals from the Colleges and ensures that they are adequately prepared for consideration by the University Programs and Curriculum Committee (UPCC);
 2. Prepare follow up communications, including recommendations from UPCC to the Academic Council and communications to the originating Colleges;
 3. Coordinate approval of proposals between the DVC (Academic Affairs) Office, the Colleges, and the Registrar's Office;
 4. Review and recommend updates to University policies and procedures related to undergraduate programs and the enhancement of academic standards.
 5. Work closely with the chair of the Graduate Studies Council to oversee ongoing review of the quality and effectiveness of the university's degree programs, and ensure an effective process in the university of assessment of learning outcomes;
 6. Oversee the Academic Quality Assurance processes, including periodic program review and learning outcomes assessment, and ensure that new and current programs align with the UAE Qualifications Framework (QF-Emirates);
 7. Coordinate the update and maintenance of the course catalogue with the Colleges, Registrar's Office, and UITS;
 8. Supervise the textbook selection and procurement process including the review and revision of textbook procurement guidelines, and coordinating between Colleges and the Provost Office regarding textbook procurement;
 9. Undertake any other duties that may be assigned by the DVC (Academic Affairs).
- The Director is *ex officio* chair of the University Program and Curriculum Committee.

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
Faculty members, College Advising Units, Department Chairs, and Deans	Programs and curriculum, course catalogue, textbooks
Registrar's Office	Programs and curriculum, course catalogue
UITS	Online course catalogue; CurricUNET
Director of Academic Quality Assurance	Programs and curriculum review
Academic Council	Programs and curriculum
Coordinator, Program Review; Coordinator, LOA	Regular updates of progress in these areas
<i>External</i>	<i>Reason for Interaction</i>
Accreditation agencies (MOHESR; CAA; WASC; ABET, AACSB and other professional accreditation bodies)	Maintaining up-to-date knowledge of regulatory requirements and accreditation standards
QF-Emirates	Assuring alignment with this framework

Qualities, Skills and Values:

- Outstanding interpersonal skills;
- Excellent written and spoken English communication skills;
- Excellent management, analytical and leadership skills;
- Excellent oral and written communication skills;
- Ability to interact constructively with diverse constituencies;
- Ability to lead diverse teams and facilitate work in a range of contexts.

Education, Qualifications and Experience:

Essential

- A PhD degree and a current appointment as a full-time faculty member at UAEU;
- At least five years experience teaching in a university environment;
- At least three years' experience in academic administration including responsibilities for curriculum development and review;
- Knowledge of and experience with international program accreditation processes and standards.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Director, Center for Excellence in Teaching & Learning
Department/Unit/College:	Center for Excellence in Teaching and Learning (CETL)
Reporting to:	DVC (Academic Affairs)
Other Positions Reporting to this one:	Coordinators for Learning Assessment, Teaching & Learning Faculty T&L Fellows CETL Office Staff

Position summary:

The Center for Excellence in Teaching and Learning provides expertise in the development and delivery of curriculum, with a focus on improving the effectiveness and quality of the teaching/learning process through faculty professional development. The Center explores educational technologies and pedagogical approaches, and promotes effective practices and innovations to the faculty.

Duties and Responsibilities:

1. Provide leadership within the university in the development of effective teaching and learning support;
2. Manage the Center efficiently, including leading strategic planning activities and conducting regular evaluation of the success of its core functions;
3. Promote the importance of the Center's activities across the university and externally;
4. Keep informed of advances in research on tertiary-level teaching, learning and assessment and communicate these to UAEU faculty through training programs, workshops, and seminars on pedagogical issues and on instructional technologies;
5. Manage projects in innovative pedagogy, instructional design, and content delivery, based on current best practice worldwide;
6. Oversee the provision of professional development programs in teaching and learning for faculty, and develop on-line support resources;
7. Assist faculty in the design and development of interactive and instructionally sound education materials that will be accessible to all students, including those with disabilities;
8. Manage the course/learning management software system, with regular review of alternatives, and ensure that regular training opportunities are provided for faculty;
9. Seek funding support from external bodies to support the activities of the Center;

10. Serve on College- and University-level committees relating to educational planning, curriculum, faculty professional development and instructional technologies;
11. Undertake any other duties that may be assigned by the DVC (Academic Affairs).

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
Academic Deans and Dean of University College	Coordination of professional development teaching programs for faculty and instructors
UITS	Provision of technical support for classrooms and teaching and learning infrastructure across campus
<i>External</i>	<i>Reason for Interaction</i>
Service providers (e.g. Blackboard; Apple)	Maintaining up-to-date facilities and effective support services

Qualities, Skills and Values:

- Leadership and project management skills.
- Excellent communication skills in both oral and written English.
- Ability to work and communicate effectively in the context of a rapidly changing, culturally diverse society.
- Capacity to work collaboratively within the university.

Education, Qualifications and Experience:

Essential

- At least a Masters degree in an appropriate field from a recognized university;
- Knowledge of educational theory as it applies in a tertiary teaching environment;
- Experience in academic training and professional development, including management experience;
- A record of planning and managing projects in academic support area, including budget oversight and management of human resources.

Desirable

- Formal study in the field, with publications/presentations demonstrating familiarity with current developments worldwide;
- Ability to communicate in Arabic as well as English.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Director, Continuing Education Center
Department/Unit/College:	Continuing Education Center
Reporting to:	DVC - Academic
Other Positions Reporting to this one:	Head of Business Development Department Head of Operations Department Head of Programs Department

Position summary:

The Director of Continuing Education is a full-time, academic administrative position reporting to the Deputy Vice Chancellor (Academic Affairs). The Continuing Education Center provides credit and non-credit programs and services broadly satisfying the nation's need for professional development, advanced training and continuing education, and contributing to the University's outreach and community engagement goals. The Director is responsible for leading the University efforts in these areas.

Duties and Responsibilities:

1. Assess the professional, cultural and academic needs of the community for professional development and continuing education, through needs-assessment and by working with advisory groups, community agencies, professional organizations and individuals;
2. Lead the University's efforts in identifying, planning, developing, marketing and delivering education programs and services to satisfy these needs;
3. Ensure that continuing education programs and services are regularly assessed and reviewed, to maintain quality and confirm that they are meeting their objectives;
4. Develop and oversee the implementation of procedures for identifying, training, and recommending appointment of qualified instructors and trainers;
5. Prepare and manage the Continuing Education budget, including the tracking and collecting expenses and revenues and developing and maintaining internal controls;
6. Oversee program marketing, market analysis, including the development and production of course schedule, news releases, brochures, and instructional materials;
7. Represent the university as a member of community and professional groups;
8. Engage in professional development activities to maintain awareness of current continuing education strategies;
9. Undertake any other duties that may be assigned by the DVC (Academic Affairs).

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
DVCs	Strategic positioning of continuing education programs in the Uni
Deans of Colleges and Department Chairs	Coordination of CEC courses and projects with College programs; use of faculty as adjunct CEC instructors
Director of HR	Respond to university-wide training needs
Director of PAIDD	Collaboration on university-level development initiatives
<i>External</i>	<i>Reason for Interaction</i>
Directors or Managers of HR and Training in external organizations	Presenting our training capacity and programs
Directors or Managers in Community Development Organizations	Establish programs and training serving their growing needs in the sector
Directors or Managers of Nationalization initiatives or programs	Collaboration in the development of training programs for their initiatives

Qualities, Skills and Values:

<ul style="list-style-type: none"> • Knowledge of policies and procedures related to UAE qualifications standards; • Familiarity with a range of other accreditation standards and guidelines relevant to UAE workplaces; • Verbal and written communication skills in both English and Arabic; • Time management skills; • High standards of ethical and professional behavior; • Awareness of national issues and trends in the UAE and broader region.

Education, Qualifications and Experience:

<p><i>Essential</i></p> <ul style="list-style-type: none"> • PhD degree; • 3 years of academic administrative experience. <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Sound knowledge of business practices, including budgeting, feasibility analyses, risk assessment and financial planning; • Sound knowledge of national qualifications policies and practices.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Deputy Vice Chancellor for Research & Graduate Studies
Department/Unit/College:	DVC (Research & Graduate Studies) Office
Reporting to:	Vice Chancellor
Other Positions Reporting to this one:	Dean of the College of Graduate Studies Dean of Libraries Director, Research & Sponsored Projects Research Centers and Institutes DVC (Research & Graduate Studies) Office Staff

Position summary:

As a senior member of the University's Executive, the DVC (Research & Graduate Studies) is responsible for strategic leadership in for the all aspects of the university's research mission, including graduate studies, research grants, contracts and consultancies, university research centers and institutes, patents and intellectual property, and the University Libraries.

As an academic leader, the DVC (Research & Graduate Studies) is responsible for growing the University's research enterprise, and has oversight for research and scholarly work across the university. Additional responsibilities include funding of research, guiding new research initiatives, ensuring compliance with all policies, procedures and guidelines related to research activities, and obtaining the necessary infrastructure for supporting the research effort.

As a member of the Vice Chancellor's senior management team, the DVC (Research & Graduate Studies) shares responsibility for strategic and operational planning, implementation and evaluation across the institution.

Duties and Responsibilities:

1. Advance the mission and strategic goals of the University in research and innovation, research training, and graduate studies;
2. Ensure that research and graduate studies policies and procedures effectively support the goals of the University and, as necessary, recommend changes to the Academic Council;
3. Oversee the strategic development of graduate programs, especially the doctoral programs, working with the Deans to ensure that these programs are current and effectively prepare graduates to meet the needs of the UAE;
4. Develop Research Centers and Institutes as the university's areas of strength in research relevant to national development;
5. Oversee the university's internal Research Grants programs to ensure resources are used effectively and with maximum leverage for external funding;

6. Oversee the university's policies and procedures for sponsored research, consultancy, patents and research ethics;
7. Prepare annual budget requests for the research and graduate studies portfolio, in alignment with the University's strategic plan, and manage resources in a way that most effectively advances the institution's strategic academic goals;
8. Make a high quality and influential contribution to the work of the Executive of the University, and to the wider interests of the University;
9. Undertake any other duties that may be assigned by the Vice Chancellor.

The DVC (Research & Graduate Studies) is *ex officio* Chair of the Graduate Studies Council and the University Research Council, and an *ex officio* member of the Senior Executive Cabinet, the Academic Council and the University Development Committee.

Qualities, Skills and Values:

- Strong strategic planning skills;
- Highly developed communication skills, both verbal and written;
- Commitment to excellence in research and innovation;
- Strategic view of the development of the university's research effort, and of the need to develop the university's human resources to achieve improvements;
- Capacity to develop and lead the implementation of the University's responses to opportunities for development and improvement;
- Leadership in academic planning and a focus on the development of programs that are relevant for the country and also attractive to students.

Education, Qualifications and Experience:

Essential

- Doctorate from an internationally recognized, research-intensive university, and a track record of scholarly productivity;
- Current or previous appointment at Professorial level;
- At least three-years experience in senior university leadership;
- Experience in effective management of a large staff complement and complex budgets;
- Experience with leadership in strategic planning, budgeting & financial management, change management, academic collaborations, and collegial shared governance;

Desirable

- Understanding of research output measured across a range of disciplines and the role of research outputs in university rankings;
- Experience with curriculum development and program review for graduate programs.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Dean of College of Graduate Studies
Department/Unit/College:	DVC (Research & Graduate Studies) Office
Reporting to:	DVC (Research & Graduate Studies)
Other Positions Reporting to this one:	Head of Graduate Student Affairs Head of Graduate Programs

Position summary:

The Dean of the College of Graduate Studies is the academic leader in the university for all graduate programs. The Dean is responsible for advancing the development of graduate studies across the university, in collaboration with the Deans of the Colleges and administrative support units.

As a member of the University's senior administrative team, the Dean of Graduate Studies actively participates in various university-level activities, including institutional planning, implementation and evaluation. The Dean is responsible for fostering cooperation with the Colleges and with the university's support units in all areas of graduate studies.

Duties and Responsibilities:

1. Promote graduate education within the university and the broader community and lead the strategic development of graduate programs to respond to national needs;
2. Lead the strategic and operational planning processes and budgeting for the College of Graduate Studies, and participate in these activities across the whole research and graduate studies portfolio.
3. Advocate, coordinate and advise on graduate studies policies and procedures across all academic and administrative units;
4. Coordinate the graduate student admission and enrollment processes in collaboration with the Enrollment and Registrar's Departments and oversee interactions with Colleges;
5. Monitor graduate student progress, time-to-degree, and attrition and graduation rates, and develop strategies to deal with problems that are identified;
6. Manage the overall selection and award process for the financial support programs, including PhD Scholarships and Chancellor's Graduate Fellowships;
7. Ensure effective coordination of academic quality assurance, including program review and learning outcomes assessment, with Colleges and with the Academic Quality Assurance Unit in the Program and Curriculum Office;
8. Audit the process of qualifying faculty to teach and supervise students in graduate programs;
9. Promote the recognition of excellent work in graduate studies;

10. Develop and coordinate collaborations with external entities at the national and internal levels;
11. Market the university's graduate program offerings to government, industry, business and the community at large.

The Dean of the College of Graduate Studies is *ex officio* co-chair (with the DVC for Research & Graduate Studies) of the Graduate Studies Council and the Doctoral Studies Committee.

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
Office of DVC (Academic Affairs)	Issues relating to faculty teaching in graduate programs
Manager, AQA Unit	Program review of graduate programs; learning outcomes assessment
College Deans and Assistant Deans (Research & Graduate Studies)	Collaboration with Colleges
Enrollment Deanship	Issues relating to student admission, registration, progress and graduation
Human Resources Department	Issues relating to graduate students scholarships and health insurance
Immigration Office	Issues relating to visas of foreign graduate students
<i>External</i>	<i>Reason for Interaction</i>
Consultants	Professional development workshops
Accreditation agencies	Meeting accreditation requirements for graduate programs
Council of Graduate Schools (US)	International benchmarking and networking

Qualities, Skills and Values:

- Ability to articulate a clear vision and direction for a College of Graduate Studies;
- Ability to communicate effectively with faculty and staff, graduate students, and external stakeholders;
- Ability to catalyze change, productively engage colleagues in innovation, and achieve outcomes through teamwork and appropriate delegation;
- Excellent written and spoken English;
- Commitment to objective, evidence-based, ethical decision-making, aimed at continuous improvement;
- Understanding of cultural differences and ability to accommodate different perspectives.

Education, Qualifications and Experience:

Essential

- Doctoral degree from an internationally recognised, research-intensive university;
- Current or previous appointment at Full Professor level.
- At least three years of leadership experience at Department or College level, or higher;
- Experience with leadership in strategic planning, financial management, change management, academic collaborations, and collegial shared governance.

Desirable

- Evidence of successful involvement in curriculum development and review, especially at graduate level;
- Familiarity with the cultural diversity of the country and region;
- Ability to communicate in Arabic.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Director, Libraries Deanship
Department/Unit/College:	Libraries Deanship
Reporting to:	DVC (Research & Graduate Studies)
Other Positions Reporting to this one:	Head, Collections & Subscriptions Department Head, Library Services Department Head, Technical Services Department Head, Library Information Systems Dept. Office of the Dean

Position summary:

The Dean of UAEU Libraries provides administrative leadership and has responsibility for UAEU library operations, and serves as the intellectual leader and advocate for all University libraries. The Libraries Deanship is committed to developing comprehensive collections, delivering outstanding service to users in both education and research, capitalizing on new information technologies, and supporting community engagement activities.

The Dean provides strategic planning and policy direction in the areas of collections, public and technical services, facilities planning and personnel policies and works collaboratively with the Deans of all Colleges and administrative units to ensure the provision of both traditional and innovative library resources and services.

Duties and Responsibilities:

1. Lead the strategic planning process for the UAEU libraries, including the National Medical Library and other specialist collections;
2. Oversee the development and management of the print and electronic collections and subscriptions to databases for all UAEU libraries;
3. Oversee the effective application of emerging information technologies to library services;
4. Ensure that the UAEU libraries provide a comprehensive and high quality service to faculty, student, staff and external users;
5. Ensure that funding and other resources are sufficient and are effectively used;
6. Seek external funding for strategic developments, as appropriate, to supplement the core budget allocation;
7. Develop external partnerships to enhance the services offered by UAEU libraries for faculty, staff, students and the wider community;
8. Represent the UAEU Libraries within the university and at national, regional and international levels and lead national and international cooperative activities;

9. Ensure that library staff are appropriately qualified and have access to on-going professional training;
10. Undertake other duties that may be assigned by the DVC (Research & Graduate Studies).

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
DVC (Academic Affairs) Deans & Department Chairs HR Department Finance Services	
<i>External</i>	<i>Reason for Interaction</i>
Donors and potential funders Accreditation bodies US Embassy Zayed Military College	Seeking funding support for library initiatives Ensure library collections and services meet international benchmarks Continued development of the 'American Corner' Provision of support, advice and library services

Qualities, Skills and Values:

- Administrative, budgetary, fund-raising, and collaborative leadership skills
- Demonstrated commitment to undergraduate, graduate, and professional education; public engagement.
- Skills in teamwork, collaboration, relationship-building, and mentoring;
- Ability to work effectively and creatively to develop partnerships in a complex and rapidly changing university environment;
- Demonstrated commitment to customer service;
- Skill in advancing digital initiatives and coordinating with information technology units;
- Ability to anticipate and adapt to changing needs and priorities in order to effect positive outcomes;
- Excellent organizational, interpersonal, oral, and written communication skills;

Education, Qualifications and Experience:

Essential

- Record of scholarly achievement in a relevant academic field
- Professional accomplishments commensurate with an appointment at the rank of full professor
- MLS from an ALA-accredited program or other relevant qualification
- Awareness of current trends in library science, and library management in a complex academic and/or research environment

Desirable

- Significant experience in an academic or research library, in any of the following areas: metadata services, collections, acquisitions, archives, special collections, access services, or scholarly communications

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Director, Research & Sponsored Projects
Department/Unit/College:	DVC (Research & Graduate Studies) Office
Reporting to:	DVC (Research & Graduate Studies)
Other Positions Reporting to this one:	Head of Intellectual Property Department Head of Research Project Development Unit

Position summary:

Reporting to the DVC for Research & Graduate Studies, the Director of Research & Sponsored Projects is responsible for overseeing the research support programs offered by the university. This support includes funding programs, regulation and approval processes (e.g. ethics), professional development workshops and other training, and general advice and assistance. The Director is also responsible for interacting with external funding organizations and research partners as well as coordinating major multidisciplinary research initiatives.

Duties and Responsibilities:

- Provide assistance to the DVC (Research & Graduate Studies) in developing and maintaining relations between the university and external funding agencies and research partners;
- Help lead the development and management of large and complex research proposals;
- Manage the university's internal research grants programs and regularly report on outcomes;
- Manage the process of annual discretionary funding allocations to Colleges to support research;
- Oversee the negotiation and management of external research contracts and consultancies, and ensure that proposed costings meet university guidelines;
- Ensure compliance in the post-award implementation of external grants and contracts to university employees;
- Liaise with the Finance Office on all financial matters of grants and contracts and assist researchers in grant invoicing, reporting, and closeouts;
- Coordinate professional development workshops on research-related topics to faculty, staff and research students;
- Manage the research ethics approval processes across the university;
- Advise and assist faculty in commercializing intellectual property, including patents, invention disclosure, licensing, and revenue-sharing;

- Track and report to internal and external constituents general information and statistics on the University's research activities and outcomes
- Organize the University's participation in R&D exhibits
- Assist in developing research-related MOUs, MOAs and R&D Agreements with national and international partners

The Director is *ex officio* member of the University Research Council.

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
Deans of Colleges and Assistant Deans (Research & Graduate Studies) Finance, Budgeting, Procurement departments Dean of Graduate Studies Directors of Research Centers and Institutes	Allocation of funding and management of external and internal grants and contracts Management of grants and contracts Management and funding of doctoral and masters student research Coordination of research strategies and funding
<i>External</i>	<i>Reason for Interaction</i>
National and international research funding agencies Research partners Clients	Dissemination of funding information to faculty; coordination of management of current grants Understanding the needs of partners and maintaining effective partnerships Effective management of contract research and consultancies

Qualities, Skills and Values:

- Outstanding interpersonal skills;
- Excellent written and spoken English;
- Excellent analytical skills;
- Ability to interact constructively with diverse constituencies.

Education, Qualifications and Experience:

Essential

- Doctoral degree from an internationally recognised, research-intensive university
- Current appointment as a full-time faculty member at UAEU
- Strong research track record, including evidence of effective leadership in research
- At least five years experience working in a university environment

- At least three years' experience in academic administration

Desirable

- Leadership of a research group with significant external funding
- Experience with an national or international research grants agency
- Ability to communicate in Arabic

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Director, Research Centers & Institutes
Department/Unit/College:	DVC (Research & Graduate Studies) Office
Reporting to:	DVC (Research & Graduate Studies)
Other Positions Reporting to this one:	Directors of individual Research Centers and Institutes, on matters relating to the assignment as Director.

The following is a draft proposal for the responsibilities of such a position, for when an appointment is made. In the meantime, the DVC (Research & Graduate Studies) will act in this position.

Position summary:

The Director for Research Centers and Institutes has a development and coordination role for the university's areas of research strength. The Director is responsible for identifying national needs for large-scale research efforts, working to respond to these needs by fostering collaborations between UAEU researchers in research groupings (Centers or Institutes), and managing the institutional support processes for these groupings.

Duties and Responsibilities:

- Provide assistance to the DVC (Research & Graduate Studies) in identifying and developing areas of research strength;
- Help lead the development and management of large Research Centers and Institutes, especially multidisciplinary groupings of researchers;
- Develop policies and procedures guiding the establishment and internal funding of Research Centers and Institutes;
- Manage the university's support funding for Research Centers and Institutes, once approved;
- In collaboration with the Director of Research & Sponsored Projects, assist Center and Institute Directors with the negotiation and management of external research contracts and consultancies, and ensure that costings meet university guidelines;
- Institute and manage a regular review process for university Research Centers and Institutes;
- Liaise with the Finance Office on all financial matters relating to Research Centers and Institutes;
- Track and regularly report general information and statistics on the University's Research Centers and Institutes;
- Assist in developing MOUs, MOAs and R&D Agreements between UAEU Research Centers and Institutes and national and international partners.

The Director is *ex officio* member of the University Research Council.

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
Deans of Colleges	Negotiating assignments of Center/ Institute Directors and agreeing workloads
Director, Research & Sponsored Projects	Collaboration on funding support for Centers and Institutes and management of external funding
Director, Financial Services Department	Efficient management of Center and Institute financial matters
<i>External</i>	<i>Reason for Interaction</i>
Government agencies	Environmental scanning of national needs for large research efforts; seeking external funding support
Partner organizations	Efficient management of the external collaborations for Centers and Institutes

Qualities and Skills:

- Outstanding interpersonal skills;
- Excellent written and spoken English;
- Excellent analytical skills;
- Ability to interact constructively with diverse constituencies.

Education, Qualifications and Experience:

Essential

- Doctoral degree from an internationally recognised, research-intensive university;
- Current appointment as a full-time faculty member at UAEU;
- Strong research track record, including evidence of effective leadership in research;
- At least five years experience working in a university environment;
- At least three years' experience in academic administration.

Desirable

- Leadership of a research group with significant external funding;
- Experience with an national or international research grants agency;
- Ability to communicate in Arabic.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Deputy Vice Chancellor for Student Affairs & Enrollment
Department/Unit/College:	DVC (Student Affairs & Enrollment) Office
Reporting to:	Vice Chancellor
Other Positions Reporting to this one:	Director of Enrollment Deanship Director of Student Affairs Deanship Director of Center for Career Services & Alumni DVC (Student Affairs & Enrollment) Office Staff

Position summary:

As a senior member of the University’s Executive, reporting to the Vice Chancellor, the DVC (Student Affairs & Enrollment) is responsible for strategic leadership in all areas of student affairs, enrollment and registration, career planning and placement, and alumni engagement.

As an academic leader, the DVC (Student Affairs & Enrollment) is responsible for overseeing the development of co-curricular and extra-curricular activities for students that align with the institution’s learning outcomes and support, extend and enrich the academic life of all students, including those with special needs. The DVC is expected to create a ‘performance culture’ that promotes efficiency and responsiveness in the university’s admission, enrollment and registration processes.

As a member of the Vice Chancellor’s senior management team, the DVC (Student Affairs & Enrollment) shares responsibility for strategic and operational planning, implementation, and evaluation across the institution.

Duties and Responsibilities:

1. Advance the mission and strategic goals of the University across the breadth of student affairs by developing a strategic plan for the Student Affairs functions;
2. Ensure that the policies and procedures in these areas effectively support the goals of the University and recommend changes in policies and programs as necessary;
3. Oversee effective management by the Directors of student residential life, co- and extracurricular activities, student admissions, enrollment and registration, career planning and placement, and alumni affairs;
4. Lead the further development of the university’s activities in each of these areas;
5. Work closely with the DVC (Academic Affairs), Deans, Assistant Deans for Student Affairs and faculty to support activities that enrich the student experience and enhance undergraduate education;

6. Prepare annual budget requests for the Student Affairs & Enrollment portfolio, in alignment with the University's strategic plan, and manage the student affairs resources in a way that most effectively advances the university's goals;
7. Make a high quality and influential contribution to the work of the Executive of the University, and to the wider interests of the University;
8. Undertake other duties that may be assigned by the Vice Chancellor.

Qualities, Skills and Values:

- Leadership skills;
- Teamwork and project management skills;
- A student-centered attitude and empathy with the range of student issues;
- Highly developed communication skills, both verbal and written;
- Understanding of cultural differences and potential problems these can create for students.

Education, Qualifications and Experience:

Essential:

- A Bachelor's degree from an internationally recognized university;
- Minimum of 3 years' experience in university administrative roles;
- Experience in student affairs;
- Experience in effective management of a large staff complement and complex budgets. Familiarity with the cultural diversity of the country and region;
- Ability to communicate in both English and Arabic (both verbally and in writing).

Desirable:

- Experience with leadership in strategic planning, budgeting & financial management, change management, academic collaborations, and collegial shared governance.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Director, Enrollment Deanship
Department/Unit/College:	Enrollment Deanship Office
Reporting to:	DVC (Student Affairs & Enrollment)
Other Positions Reporting to this one:	Managers of Admissions, Registration and Student Accounts

Position summary:

The Director of the Enrollment Deanship has primary responsibility for management and operational oversight of the admission, student recruitment and scholarships, registration and academic records functions of the University. The position has primary responsibilities for the planning and management of all activities related to enrollment, records and registration, and class scheduling, as well as ensuring that academic policies and procedures are followed in these areas. The Director serves as the head of the enrollment management leadership team and is the authorized custodian of the University's student records and other information.

Duties and Responsibilities:

1. Plan, direct and participate in activities related to outreach, recruitment, high school programs, job placement, admissions, registration, testing, student records, and budget;
2. Take responsibility for the supervision and management of all administrative and operational functions of the Office of the Registrar;
3. Ensure the integrity, accuracy, and security of all academic records of current and former students; facilitate effective student registration and enrollment; build secure student data files and set policy and procedure for their responsible use; maintain up-to-date course schedules, catalogs, final examination schedules; manage efficient use of classrooms; and supervise and maintain the Student Information System (SIS), Banner, and degree audit systems;
4. Supervise the processes for the articulation of transfer credits, graduation and certification of baccalaureate and associate degrees, enrollment and degree verification, production of official transcripts, diplomas, and commencement ceremonies;
5. Interpret and enforce relevant policies, procedures and regulations of the University;
6. Serve as the leader for the 'Banner Team Leaders Group' and be the liaison point between Colleges (including University College and College of Graduate Studies), UITS, Academic Quality Assurance in relation to Banner issues;
7. Provide effective supervision of staff in assigned departments and functional areas;
8. Implement an effective system for assessment of operations and goals to include processes for feedback and improvement;

9. Provide effective management of budgets and expenditure;
10. Provide planning and operations assistance to executive management of the University through active participation and leadership on task forces, committees and councils;
11. Any other duties that may be assigned by the DVC (Student Affairs & Enrollment).

Committee Responsibilities

Chair the Registration, Credits, and Graduation Council, the Calendar Committee, the Registration Committee, and the Grade Appeal Committee for undergraduate students.

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
Deans of Colleges DVC (Academic Affairs) and DVC (Research & Graduate Studies) Director – Program and Curriculum Office IRAS (Institutional Research & Analysis Section of PAIDD) UITS	Information sharing on student data Provision of information Data on course enrollments; Effective integration of CurricUNET with Banner Collaboration on data gathering and interpretation Access to Banner
<i>External</i>	<i>Reason for Interaction</i>
NAPO and MoE Scholarship sponsors Schools	Student admissions and enrollment Funding support Student recruitment

Qualities and Skills:

- Quantitative skills – data gathering, analysis and interpretation;
- Strict maintenance of confidentiality of student information and records;
- Focus on systems and efficient processes;
- Leadership and teamwork skills.

Education, Qualifications and Experience:

Essential:

- A Bachelor’s degree from an internationally recognized university;
- Minimum of 3 years’ experience in a university setting;
- Understanding of registration and admissions systems and student recruitment issues;

- Familiarity with the cultural diversity of the country and region;
- Ability to communicate in English and Arabic (both verbally and in writing).

Desirable:

- Master's degree in a discipline relevant to university administration.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Director, Student Affairs Deanship
Department/Unit/College:	Student Affairs Deanship Office
Reporting to:	DVC (Student Affairs & Enrollment)
Other Positions Reporting to this one:	Head, Residential Life Department Head, Student Services Department Head, Student Activities Department Manager, Student Housing Office

Position summary:

The Student Affairs Deanship plays a central role in the development of students by providing orientation, counseling, health services, special needs support services, student activities and events, leadership programs, student residential hostels, and support for international students. The Director provides leadership in these areas, and works closely with the Deputy Vice Chancellor (Student Affairs & Enrollment) and the Assistant Deans for Student Affairs in the Colleges in the development of these student support services and co- and extra-curricular activities.

Duties and Responsibilities:

- Lead, manage and assess all departments within Student Affairs that provide student learning and development opportunities, including: (i) student services (special needs, health, counselling, international students, financial aid); (ii) student activities (cultural and heritage, sports and recreational, theater and fine arts) and leadership and student organizations; and (iii) residential life;
- Work closely with the DVC (Student Affairs & Enrollment) and the University College and the Assistant Deans for Student Affairs in the Colleges to develop and support co-curricular and extra-curricular activities that enrich the overall student experience and are aligned with the Institutional Learning Outcomes;
- Provide leadership in and be responsible for the development, implementation and evaluation of policies and regulations pertaining to student life, especially those related to student conduct and student residences;
- Ensure that all student residential hostels are being managed effectively so as to provide students with a safe and supportive environment, opportunities for involvement in a range of co-curricular activities, and assistance with their academic work;
- Ensure that student services are being maintained at a high level, are accessible to all students (including graduate students) and provide effective support for special needs, financial aid and international students;
- Ensure that sports and other student activities are safe, well-managed, and appropriate to the needs of students, and ensure that co-curricular activities support students' achievement of the institutional learning outcomes;

- Coordinate the publication of the annual Student Handbook and other Student Affairs materials, in collaboration with relevant staff;
- Exercise leadership in the processes of recruitment, supervision and evaluation of Student Affairs staff, and provide opportunities for training and on-going professional development;
- Collaborate with the Admissions Department to coordinate the dissemination of information and materials regarding campus life and student affairs to prospective and newly matriculated students throughout the recruitment and admissions process;
- Develop and implement a regular assessment program for Student Affairs functions, utilizing professional and ethical standards outlined by the Council for Advancement of Standards and/or other national or international professional associations;
- Participate in the institutional response to student crisis situations, working with appropriate departments and staff members as needed;
- Collaborate with the DVC (Student Affairs & Enrollment) to prepare annual budget requests for Student Affairs, in alignment with the University's strategic plan;
- Provide assistance to the Deputy Vice Chancellor (Student Affairs & Enrollment) through active participation in committees and working groups;
- Undertake any other duties that may be assigned by the DVC (Student Affairs & Enrollment).

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
DVC (Academic Affairs)	Strategic development of student academic support activities
Deans of Colleges and Assistant Deans for Student Affairs	Integration of extra-curricular activities with academic programs; clubs & societies
Dean of University College	Coordination with student support activities in the Colleges and the Student Academic Success Program (SASP)
Director of International Relations Department	Coordination of international student support
Director of the Enrollment Deanship	Effective orientation for new students
Director of the Center for Career Placement & Alumni	Development of co- and extra-curricular support programs
<i>External</i>	<i>Reason for Interaction</i>
Relevant government agencies (e.g. Ministry of Higher Education and Scientific Research)	Support for student services facilities and activities (e.g. financial aid, special needs)

Other universities in UAE and region (especially Zayed, University and Higher Colleges of Technology)	Arranging inter-university competitions and collaborating in student activities programs; Participation in nationwide initiatives that promote education
Suppliers and contractors	Provision of services and facilities for student activities
International Organizations (e.g. NASPA- ACUHO-I)	International benchmarking and quality assurance.

Qualities, Skills and Values:

- Ability to engage students and staff in the development of innovative programs;
- Organisational skills relevant to managing a diverse, service-oriented staff;
- Strong administrative and management abilities, especially financial management, including the willingness to delegate effectively;
- Ability to communicate clearly and effectively with students, staff, and faculty across the university, and with external constituencies;
- Commitment to firm, objective and ethical decision-making;
- Understanding of the transition students are making from school to university, and from home to life in residential hostels;
- Understanding of cultural differences and potential problems these can create for students.

Education, Qualifications and Experience:

Essential:

- Bachelor's degree from an internationally recognized university;
- Minimum of 3 years' experience in university administrative roles (e.g. Dean, Assistant or Vice Dean);
- Familiarity with the cultural diversity of the country and region;
- Ability to communicate in Arabic (both verbally and in writing).

Desirable:

- A Masters degree in a discipline relevant to student activities.

POSITION DESCRIPTION AND RESPONSIBILITY STATEMENT

Position title:	Director, Center for Career Placement & Alumni
Department/Unit/College:	Center for Career Placement & Alumni
Reporting to:	DVC (Student Affairs & Enrollment)
Other Positions Reporting to this one:	Heads of the Career Planning and Placement Section and the Alumni Affairs Section

Position summary:

The Center for Career Placement & Alumni is responsible for conceptualizing, planning, and coordinating the university's efforts to build strong career programs and alumni services. This Director is responsible for providing leadership and effective management of the Center and ensuring that productive interactions are sustained with students, alumni, employers, faculty members and other Centers and academic units, as well as collaborating with Government to ensure that the University responds well to the vision of increased nationalization in the public and private sectors.

Duties and Responsibilities:

1. Plan, develop and implement strategic plans, policies, procedures and programs related to career services and alumni affairs;
2. Provide effective management of the Center and its staff in support of the vision, mission and goals of UAEU;
3. Plan, manage and control the Center's budget, and ensure appropriate professional development activities for the Center's staff;
4. Promote the Center both within UAEU and among external organizations;
5. Establish and maintain partnerships with public and private employers to provide University students and alumni with internship and job placement opportunities;
6. Oversee the effective provision of career counseling and planning programs for UAEU students, and communicate opportunities for careers and further education;
7. Develop and oversee a program for on-campus part-time student employment and work experience;
8. Coordinate with Colleges to organize on-campus events, including career fairs, alumni events etc.;
9. Coordinate with the Institutional Research and Analysis Unit to maintain and update accurate data records;

10. Maintain active engagement with students, alumni, Colleges, Student Affairs and administrative departments to deliver improved resources and support to students and alumni;
11. Participate in professional organizations and represents the university at local, national, and international conferences and events;
12. Oversee the development and updating of publications and on-line resources aimed at students, alumni, and employers;
13. Perform other tasks as directed by the Deputy Vice Chancellor (Student Affairs & Enrollment).

Primary Interactions:

<i>Internal</i>	<i>Reason for Interaction</i>
College Deans and Assistant Deans (Professional Development)	Collaboration in career services, internship placement and alumni activities
Student Affairs Deanship	Collaboration in organizing student activities
Enrollment Deanship	Data on students/graduates; Scholarships; Coordinating participation in Exhibitions
University College	Coordination of career development programs for current students
Facilities Management and Media & Communications Departments	Organization of events
<i>External</i>	<i>Reason for Interaction</i>
Various government agencies and private organizations	Arranging internships, work experience, jobs for UAEU students and alumni; Organizing events & presentations
Alumni	Increasing Alumni involvement and support

Qualities and Skills:

- Strong leadership skills and ability to manage teams;
- Excellent oral and written communication skills in English and Arabic;
- Strong interpersonal skills, and focus on customer service;
- Experience working with websites and on-line systems;
- Strong analytical skills, especially in relation to developing job search strategies, assessing trends in job markets and career services;
- Understanding of contemporary recruitment methodologies;
- Ability to handle a variety of tasks simultaneously, under deadline pressures.

Education, Qualifications and Experience:**Essential:**

- Bachelor's degree from an internationally recognized university;
- Major event planning and coordination;
- A minimum of 3 years of managerial experience in higher education.

Desirable:

- Master's degree in Higher Education Management, Business Administration or equivalent;
- Experience in a university student affairs, career-related services or alumni affairs function – covering career development, employer relations or alumni relations.