**Position No. 1300**

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<tr>
<th><strong>Job Title:</strong></th>
<th>Dean</th>
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<tr>
<td><strong>Faculty/Department:</strong></td>
<td>Faculty of Business and Economics</td>
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<td><strong>Centre/Sector:</strong></td>
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<td><strong>Reports to:</strong></td>
<td>Pro-Rector for Academic Issues</td>
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<tr>
<td><strong>Supervises:</strong></td>
<td>Deans’ Office Staff, Faculty Sections, Administrative Staff, Student Adviser</td>
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<td><strong>Status and Ranking:</strong></td>
<td>Full Time: ✓ Part Time:</td>
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**Job Purpose**

To lead and inspire the Faculty in academic and research issues and to provide effective management of Faculty policies, processes and procedures; and to represent the Faculty and University to secure and maintain its success and good reputation.

**Main Duties and Responsibilities**

- To provide academic and curricula leadership in the subjects of the Faculty in both teaching and research and present and represent the vision of the Faculty and University.
- To lead on the development of new curricula and assessment, and the review and revision of existing curricula.
- To develop, monitor and lead on the operation and monitoring of strategic plans, policies and procedures for the effective management of the Faculty and for evaluative purposes.
- To provide and share reports, analysis and review as required by the Rectorate, Board or other relevant bodies with a particular focus on student enrolment, retention and success data and efficient use of resources in order to shape future plans, acknowledge achievements and make improvements.
- To participate in and represent the Faculty in the Senate and Council and other University Bodies as required.
- To develop positive external links and promote the good reputation of the Faculty and University with stakeholders and external organizations.
- To plan, secure and manage effectively the budget and the deployment and use of resources as agreed with the Board and Finance Office; and provide accurate and timely audit and review evidence and analysis.
- To take responsibility for faculty buildings, facilities and equipment, in liaison with Facilities and the Rectorate.
- To carry out risk assessment and risk management of the Faculty in terms of health and safety, finance, academic provision and reputation in order to minimize identified issues.
- To lead and co-ordinate the effective operation of Faculty Committees and Commissions such as the Faculty Council and QA Team.
- To lead staff teams effectively and ensure a welcoming, supportive and respectful work environment which motivates staff to carry out their work well.
- To manage staff performance including the active implementation of quality assurance and management procedures such as Staff Self-Assessment, the Observation of Learning and Teaching, Student Evaluation, contract renewal, disciplinary and competence issues.
- To ensure that staff receive appropriate professional development and training opportunities and to oversee the planning, recording and evaluating of staff training within the Faculty, for all ranks of staff.
To liaise with Human Resources and the Rectorate in order to recruit, retain and promote high quality Faculty staff both academic and administrative according to legal, transparent and good practice requirements and guidelines

To facilitate efficient liaison with other sections and departments/sections to ensure that relevant procedures are maintained and operated to deadline, for example, enrolment, scheduling, the operation of exams

To monitor student progress and work with students in a positive and supportive way to ensure that they receive the highest quality learning experience; and to liaise and mediate between students, parents and staff

To deliver the agreed number of teaching hours using a range of strategies and active teaching methodology to support student success and to model good practice

To carry out research and publish in high quality refereed journals so that this contributes to personal development, the reputation of the Faculty and University and the enhancement of knowledge and society

To participate in the University’s Self-Assessment processes and to deliver and take part in relevant training, including sharing good practice and expertise

To undertake duties and responsibilities in a legal, safe and secure manner

To carry out other duties in line with the rank of the post as may be reasonably required

**South East European University**

**Qualifications, Knowledge, and Experience**

**Essential:**
- PhD qualification
- Associate Professor or Full Professor level in a higher education environment or equivalent (Assistant Professor if no higher rank available and/or suitable)
- Evidence of successful research and publication in a relevant academic area
- Effective management and administration of an academic section/department
- Highly developed knowledge of subject-specific, professional trends and higher education activities on a state and national level in a relevant academic area

**Desirable:**
- Good knowledge of all the subjects and areas within the Faculty
- Knowledge of international subject-specific and professional trends in higher education and within the European Higher Education Area and Bologna guidelines

**Skills and Abilities**

**Essential:**
- Effective communication (oral and written) in at least two out of the three languages used at the University (Albanian, Macedonian, English) and contribution to the implementation of the Language Policy; international staff in English
- Ability to manage and motivate staff successfully
- Excellent interpersonal and communication skills, both oral and written
- Ability to analyse and use complex data effectively
- Excellent attendance and punctuality and effective use of working time
- Excellent organizational skills
- Ability to self-motivate, use initiative and creative thinking and work flexibly
- Ability to work well under pressure, solve problems and to meet deadlines
- Ability to use IT and University computer systems
- Ability to work positively and supportively with students
- Commitment and loyalty to the University and its mission as the highest priority

**Desirable:**
- Ability to communicate (oral and written) in the three languages above
- Ability and willingness to travel when necessary

Organisation Chart

Faculty of Business and Economics

Dean

Pro-Dean for Administration Issues

Pro-Dean for Undergraduate Studies

Pro-Dean for Postgraduate Studies

Departmental Administrator

Student Advisor

Full Professor

Associate Professor

Assistant Professor

Assistant / Lector

Junior Assistant

Junior Lector

Acceptance and Review

Signature of Post Holder: ____________________________ Date: ________________________
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<tr>
<th>Signature of Dean/Head of Department:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Review</td>
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