

Position No. _____

Job Title:	Full Professor / Associate Professor / Assistant Professor		
Faculty/ Department:	Faculty of Business and Economics		
Centre/Sector:			
Reports to:	Dean of Faculty		
Supervises:	Collaborator		
Status and Ranking:	Full Time: √	Part Time:	Ranking position:

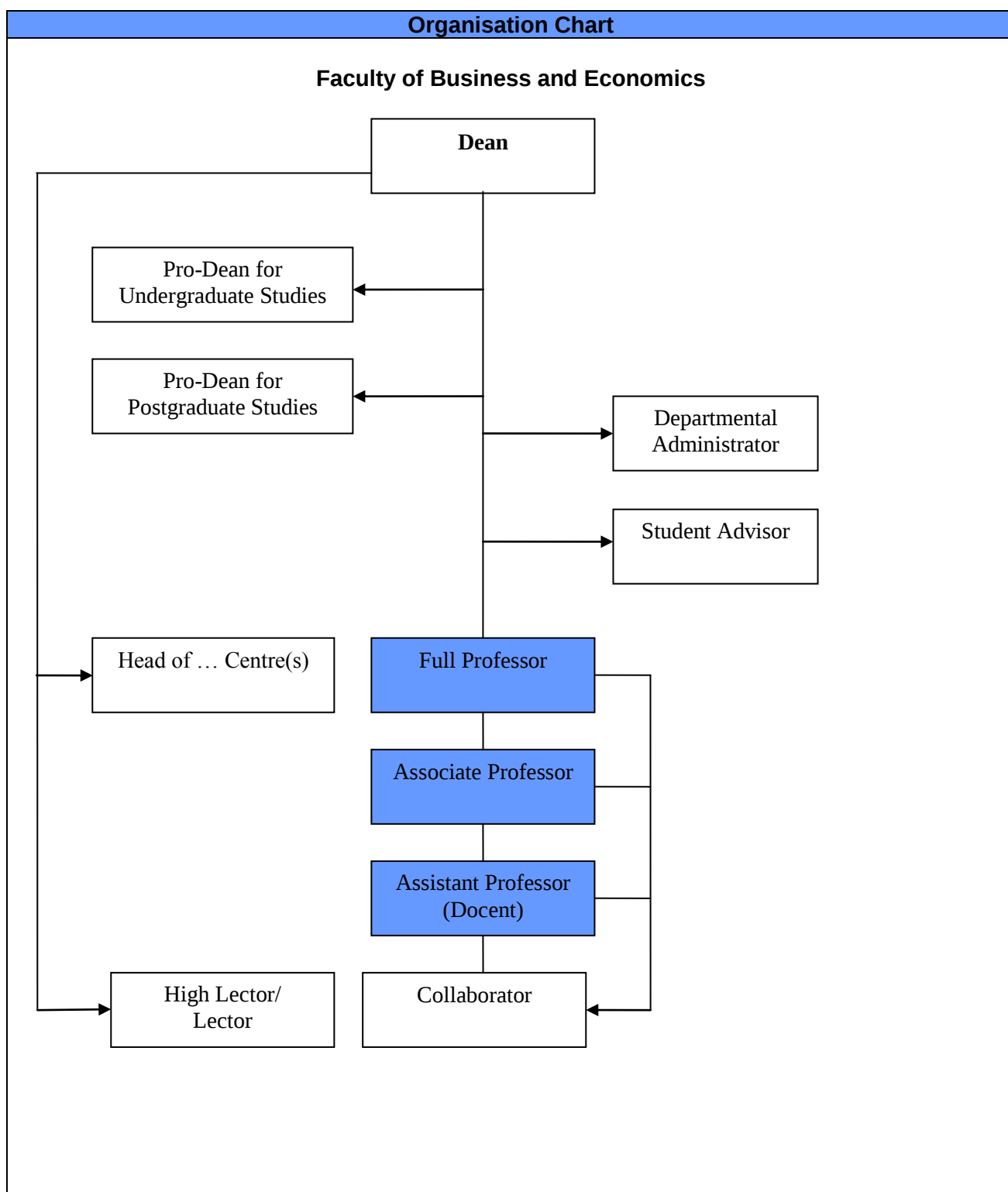
Job Purpose
To deliver teaching and support to students, take part in research activities, to contribute actively to internal and external subject-based and curriculum development and participate in the leadership and administration of the Faculty/Centre and University

Main Duties and Responsibilities
To lead, design and deliver a range of high quality teaching and assessment activities within the subject area, for both undergraduate and postgraduate students, in accordance with the teaching objectives of the department
To contribute enthusiastically to curriculum development both individually and as part of a team in line with university and external requirements
To prepare syllabi, schemes of work, lesson plans and resources as required and to evaluate and develop these on a continuous basis; and to identify and provide updated resource lists to the library from the syllabi
To participate fully in assessment and examination processes using a variety of methods and techniques and provide effective, timely and appropriate feedback to students to support learning, in line with Faculty good practice and external accreditation requirements
To keep records, monitor and track students' progress and to keep and provide relevant information and data to fulfil Faculty/Centre, University and external requirements
To use new learning technologies in undertaking teaching and other duties
To carry out research and publish in high quality refereed journals and other appropriate publications to ensure that the Faculty/Centre and University is nationally and internationally recognized and competitive; and that research contributes to the development of knowledge and society
To provide leadership and supervision to other members of staff or students researching in the same field directly through research collaboration or through mentorship, either formal or informal
To mentor and supervise specified members of staff and to liaise actively concerning shared syllabi and teaching activities, acting as a model of good practice
To contribute to the ongoing development of the academic discipline of the Faculty/Centre by continuously updating own knowledge and skills and by developing links with colleagues in external bodies as appropriate so that the highest professional standards are maintained
To provide academic leadership within the Faculty/Centre and university through course co-ordination and membership of committees
To make an effective contribution to departmental administration as identified
To participate actively in peer review processes, the observation of learning and teaching, the student evaluation and other quality assurance initiatives
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 carry out duties and responsibilities in a legal, safe and secure manner
To undertake duties in line with all University statutes, policies, procedures and guidelines and to follow the University's mission of excellence and equity
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 level qualification or equivalent ▪ Assistant Professor – relevant academic portfolio ▪ Associate Professor – experience as Assistant Professor and portfolio record ▪ Full Professor – experience as Associate Professor and portfolio record ▪ Successful experience of curriculum development, teaching and assessment ▪ Record of successful research and publication ▪ Comprehensive knowledge of subject specialism and related vocational field Desirable: ▪ Experience of delivering staff training, mentoring and support ▪ Experience of managing administrative procedures and processes
Skills and Abilities
Essential: ▪ Effective communication (oral and written) in at least one of the languages used at the university (Albanian, Macedonian); international staff in English ▪ Excellent interpersonal and communication skills, both oral and written ▪ Time/project/people/budget management skills as appropriate ▪ Proven leadership and motivational skills in teaching and research activities ▪ Excellent attendance and punctuality and effective use of working time ▪ An ability to lead and work as a member of a team ▪ An ability to work flexibly and independently ▪ An ability to work positively and actively with students ▪ An ability to work under pressure and meet deadlines ▪ A willingness to undertake and deliver training ▪ Computer literacy and use of technology to enhance learning and communication ▪ A willingness to work within, contribute to and promote the University's mission of excellence and equality Desirable: ▪ Effective communication (oral and written) in the three languages used at the university (Albanian, Macedonian and English) and contribution to the implementation of the Language Policy ▪ Ability to identify and initiate new ideas and projects and to review their success and make improvements ▪ Ability and willingness to travel when necessary



Acceptance and Review	
Signature of Post Holder:	Date:
Signature of Dean:	Date:
Review	
Signature of Post Holder:	Date:
Signature of Dean:	Date: