



NORTHERN CARIBBEAN UNIVERSITY
JOB DESCRIPTION

Job Title: **Chair**

Reports to: College Dean

Department: **Department of Humanities**

Job Summary:

As the academic and administrative leader of the Department of Humanities, the Chair serves as a representative of the Dean. The Chair is responsible for the:

- Department and its workers and directs the faculty in carrying out the missions of teaching, scholarly work, and professional activities.
- Recruitment, mentoring, development, annual review, retention, satisfaction, management of conflict of interest and commitment, policy and procedural compliance, and safety of the departmental faculty and staff.
- Strategic visioning for the department and faculty in accordance with that of the wider University.
- Maintaining the budget for the department, consistent with the financial position of the University.

Organisational Relationships:

Under the direction of the Vice President for Academic Administration and in collaboration with the Dean of the College, the Department Chair leads the department in setting and advancing the strategic academic direction of the Department and develops regular review procedures to monitor and enhance the strategic plans:

JOB DUTIES AND RESPONSIBILITIES:

1. Contributes to the overall success of the University; to achieve for the department, the relevant outcomes specified in the strategic plan, by directing the academic and business development, ensuring that its programmes and academic structure are advantageous to both the Department and the University as a whole

2. Provides leadership in academic matters, promoting continuous improvement in research performance, quality enhancement of learning and teaching, and knowledge transfer.
3. Ensures the quality and integrity of each of the programmes within the department.
4. Oversees students' advisement regarding appropriate courses, programmes, and their career goals
5. Assists in the recruitment, hiring, orientation, and appraisal of faculty and staff.
6. Acts as the first line of authority for staff, administrative and public complaints and concerns and discusses the issues and course of action with the Dean of the College.
7. Assists and supports faculty and staff in the completion of their duties and responsibilities, and keeps them informed of the activities and decisions of the Department.
8. Consults with the Dean and the faculty and staff during periodic evaluations of the faculty.
9. Facilitates the professional growth and development of the workers, by ensuring that they participate in professional development and training based on departmental and institutional needs.
10. Supervises the preparation of the course outlines and book orders for each semester.
11. Administrate the development, implementation, and evaluation of curriculum and educational materials used in departmental programmes.
12. Provides guidance and leadership in assessment of programme and student learning outcomes within programmes in the department.
13. Assists in the preparation of programme reviews, reports, assessments and departmental research and surveys.
14. As part of a team, assist in the preparation of programmes for submission to the relevant accrediting bodies (UCJ, AAA) for the college.
15. Superintends the maintenance and updating of the college website and brochure on matters relating to programmes of the department.
16. Plans and conducts departmental meetings and attend other assigned committee meetings.
17. Assists in the establishment of programme advisory boards that maintain a close association and strong partnership with the industry, both locally and internationally
18. Provides leadership and maintains a climate of positive communication and teamwork within the department.
19. Appraises the feasibility of new programmes and maintain liaison with other institutions of higher learning to promote the department and its offerings.
20. Actively participates in the preparation of grant applications for the department.
21. Ensures compliance with University policies and procedures.
22. Teach at least one (1) course each semester.

Liaises With:

Internally:

- All Academic Departments
- Human Resource Department
- Finance and Industries
- Student Services
- CCMPR

Externally:

- Accrediting Organisations (local and overseas)
- Other academic Institutions
- Alumni Association
- Donors
- Examination Councils

Education and Experience

- PhD or its equivalent in the appropriate field of study related to the college
- Qualifications in management/ leadership and educational administration are desirable
- At least three years' experience in educational administration or leadership

SPECIFIC SKILLS OR COMPETENCIES

- Excellent interpersonal skills. Ability to get along with diverse personalities, tactful and mature.
- Knowledge of principles and processes for providing quality assurance in an academic institution.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of principles and methods for curriculum and teaching design.
- Knowledge of principles and procedures for personnel recruitment, selection, performance evaluation, and personnel information systems.
- Excellent communication skills, ability to write clear, concise and logical reports.
- Excellent analytical, organisational and decision making skills.
- Resourceful and well organized.
- Ability to establish credibility and be decisive – but be able to recognize and support the organization's preferences and priorities.
- Strong leadership and interpersonal skills