

Dean - School of Health and Environmental Studies
Hamdan Bin Mohammed Smart University

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Posted Feb. 19, 2019, set to expire Jun. 21, 2019

Job Title	Dean - School of Health and Environmental Studies
Department	School of Health and Environmental Studies
Institution	Hamdan Bin Mohammed Smart University Dubai, Dubai, United Arab Emirates
Date Posted	Feb. 19, 2019
Application Deadline	Sep. 1, 2019
Position Start Date	Sep. 1, 2019
Job Categories	Dean
Academic Field(s)	Public Health/Management/Administration Public Health/Biostatistics/Epidemiology Health Services Management Health Economics Health Administration & Policy Health Sciences - General
Job Website	https://www.hbmsu.ac.ae/about/employment/dean-school-of-health-and-environmental-studies
Apply Online Here	https://www.hbmsu.ac.ae/about/employment/dean-school-of-health-and-environmental-studies
Apply By Email	
Job Description	

The Dean serves as the primary academic leader, he/she creates, supports, and executes a strategic vision for learner's experiences including research and creative activity, instruction, and career development.

The Dean will be charged with the growth and building a long-term vision for the direction and scope of

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the school. He/she will work to enhance and ensure excellence in education. The dean will be expected to provide visionary leadership that will transform education in the school and have a national and international impact.

These are full-time, university-wide leadership positions in the Division of Academic Affairs reports directly to the VCAA.

Deans of schools are appointed as full time faculty members with the grades, remunerations, and benefits that are offered by HBMSU to faculty in accordance with the guidelines of the HR Law.

Deans are appointed by the Chancellor in accordance with the guidelines of the HR Law and HR policy and procedure.

Deans shall serve for a term of three consecutive years, they will need to apply for the job at the end of their terms if they wish to apply for further terms. A Dean will return to his or her faculty status if his/her appointment as Dean is terminated or not renewed.

Selection Criteria:

The Dean of a school is chosen for his/her qualities of intellectual and administrative leadership and his/her academic distinction. In appointing Deans, the University seeks individuals who:

Hold the academic rank of full professor.

Are scholars of note and have credibility among their academic peers in an academic field relevant to the school.

Have a proven leadership and management skills record in most of the areas included in the Dean's job description.

Are expected to offer academic leadership in the school and ensure the effective and efficient operation and that the highest quality standards are met. It is understood that this will include:

Ability to grow the school and its portfolio

Ability to promote smart learning and the use of ICT in education

Ability to plan effectively and to inspire and innovate

Have a strategic vision for the school, and for the role of the school in the university

Main roles & responsibilities

1. Governance:

Chair the school council.

Take an active role in policies review, development, and ensure its systematic deployment within all areas throughout the school to ensure compliance, accountability, and efficiency.

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Contribute to the University quality and governance system and decision-making to enhance school and faculty's management and governance.

2. School operations and growth:

Provide ongoing creative and innovative leadership to the school and ensure the effective and efficient operation and that highest quality standards are met.

Lead the development and implementation of the school strategic planning, action planning and budgeting, financial strategy to achieve University strategic goals and priorities.

Ensure profitability and long-term financial viability of the school and all its programs and an appropriate contribution to University costs through supporting the Marketing Department in promoting academic programs and short courses, recruiting learners, and deploying staff and financial resources effectively.

Supervise the performance of department chairs and facilitate their work.

Plan, develop, and oversee the implementation of the timetable and the assignment of full-time instructional faculty according to the annual workload plan in collaboration with department chairs.

Plan, develop, and oversee the progress of content development, usage, and maintenance.

Work closely with various stakeholders within the university to foster a learners' centric environment that is proactive and responsive to the learners' needs and where learners are actively engaged.

Oversee the academic advising through the school and monitor learner's overall performance.

Design, develop, and maintain course content related to his/her own teaching (with aid of instructional designer).

Explain issues, direct comments toward the content and learning objectives, set up discussion forum, probes for learners' responses that focus discussions on critical concepts, principles, and skills in his/her own courses.

3. Faculty and associate management:

Manage faculty recruitment, development, workload, annual performance appraisal, promotion, and retention to ensure that the school is supported by a highly qualified and strong faculty community.

Manage associate faculty recruitment, training and development, assignments, performance evaluation, and retention within established policies and procedures.

Review and oversee the deployment of the annual workload plan for full-time instructional faculty that cover teaching, facilitation, e-content development, research, advising, committee work, curriculum development, accreditation, and community engagement.

Promote and encourage the pursuit of excellence and innovation in teaching and learning, research, administration, and community services, including submissions to internal, national, regional and international awards.

Establish and maintains a collegial, positive and healthy work environment that is conducive to achieve higher levels of performance.

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4. Curriculum and accreditation:

Enhance and grow a portfolio of innovative programs that respond to the needs of the 21st century in alignment with the university and country strategic directions.

Seek and maintain local and international accreditation for all programs and offerings of the school in collaboration with department chairs, faculty, and CEG.

5. Research:

Foster a culture of research and environment within the school that encourage scholarly research activities and application for research grants among both faculty and learners in coordination with the Dean of Scientific Research and Doctoral Studies.

6. Community engagement:

Explore, initiate, develop and sustain a range of affiliations and partnerships with industry, government, professional and wider community to support the university and school's strategic objectives, activities, and programs.

Build collaborative relationships with the learner body and other divisions and departments of the University.

Required qualification & skills

- * Appropriate experience or expertise in a discipline relevant to the position in an academic development / management / equivalent role of not less than 5 years (as Dean, head of department, department chair, etc.).
- * PhD. degree in relevant discipline/area with full Professor Rank.
- * Certification/course related to the discipline or field will be an added advantage.
- * Successful experience in managing academic staff and act as role model.
- * Ability to manage academic and support staff to achieve performance targets.
- * Successful involvement in program development.
- * Track record of effective teaching and research.
- * Experience of managing budget and effective development and implementation of strategic planning.
- * Excellent planning and organizational skills.
- * Ability to act corporately and work on own initiatives.
- * Ability to meet deadlines and work under pressure.
- * High level work ethics.
- * Problem solving and decision making.
- * Teamwork and Time management skills.
- * Multitasking and self-disciplined.

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Contact Information

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Contact

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