

# South East European University

## JOB DESCRIPTION



UNIVERSITETI I EVROPËS JUGLINDORE  
УНИВЕРЗИТЕТ НА ЈУГОИСТОЧНА ЕВРОПА  
SOUTH EAST EUROPEAN UNIVERSITY

<b>Job Title:</b>	<b>Dean of Faculty</b>		
<b>Faculty/ Department:</b>	Faculty of Law		
<b>Centre/Sector:</b>			
<b>Reports to:</b>	Rector		
<b>Supervises:</b>	Deans' Office Staff, Faculty Sections, Administrative Staff, Student Adviser		
<b>Status and Ranking:</b>	<b>Full Time:</b> √ <b>Part Time:</b>	<b>Ranking position:</b>	

<b>Job Purpose</b>
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

<b>Main Duties and Responsibilities</b>
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 report to the Pro-Rector for Academic Issues concerning relevant data, information and developments for matters relating to curriculum, learning and teaching and student issues
To liaise with the respective Pro-Rectors and other managers in order to ensure effective development of strategic areas such as academic issues research, financial issues, international relations and quality
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 in the framework of the university's internationalization strategy
To ensure that mobility opportunities for staff and students are maximized, using relevant procedures
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 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

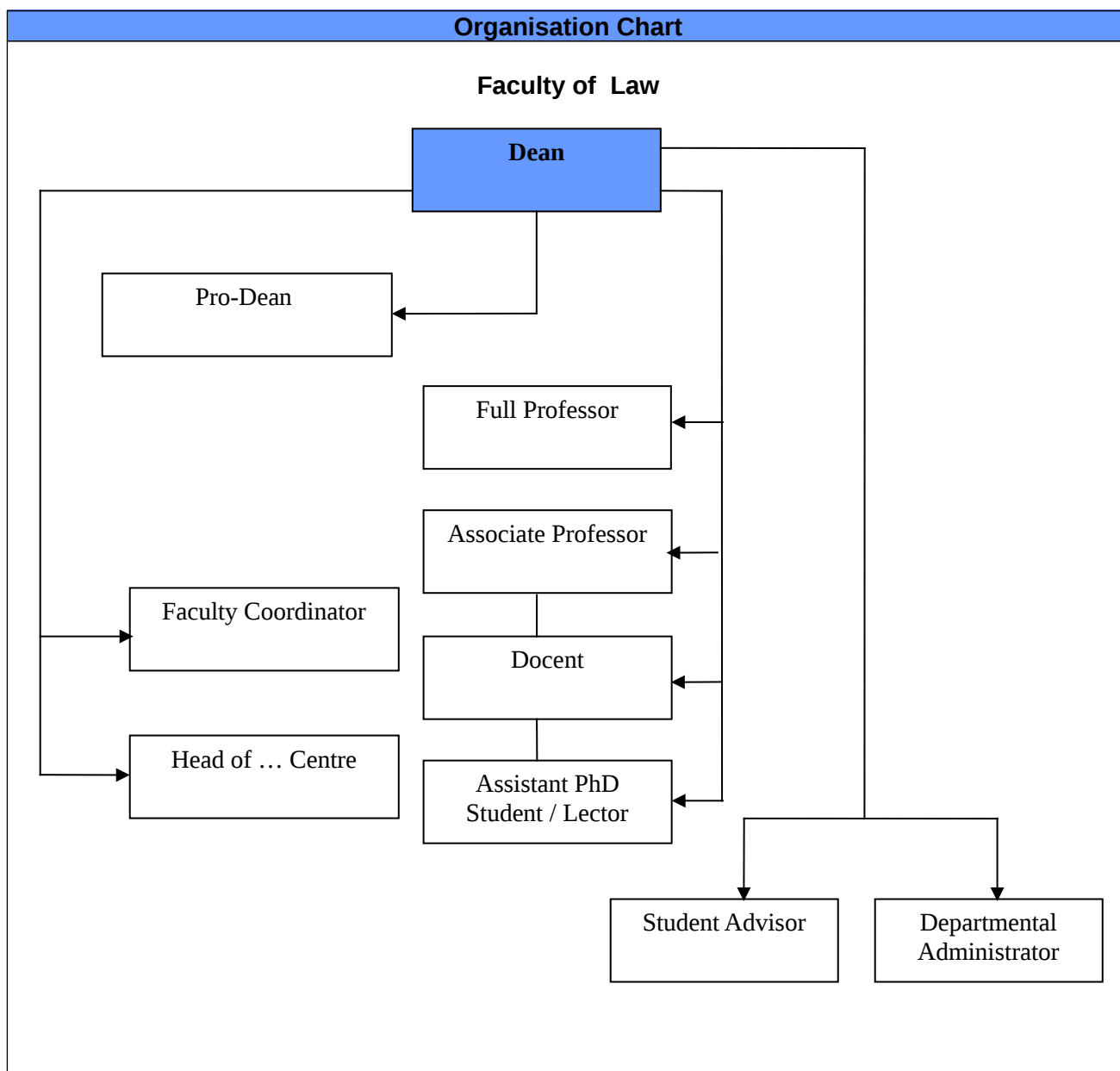
## South East European University

Qualifications, Knowledge, and Experience
<p>Essential:</p> <ul style="list-style-type: none"> <li>▪ PhD qualification</li> <li>▪ Associate Professor or Full Professor level in a higher education environment or equivalent (Docent if no higher rank available and/or suitable)</li> <li>▪ Evidence of successful research and publication in a relevant academic area</li> <li>▪ Effective management and administration of an academic section/department</li> <li>▪ Highly developed knowledge of subject-specific, professional trends and higher education activities on a state and national level in a relevant academic area</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>▪ Good knowledge of all the subjects and areas within the Faculty</li> <li>▪ Knowledge of international subject-specific and professional trends in higher education and within the European Higher Education Area and Bologna guidelines</li> </ul>
Skills and Abilities
<p>Essential:</p> <ul style="list-style-type: none"> <li>▪ 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</li> <li>▪ Ability to manage and motivate staff successfully</li> <li>▪ Excellent interpersonal and communication skills, both oral and written</li> <li>▪ Ability to analyse and use complex data effectively</li> <li>▪ Excellent attendance and punctuality and effective use of working time</li> <li>▪ Excellent organizational skills</li> <li>▪ Ability to self-motivate, use initiative and creative thinking and work flexibly</li> <li>▪ Ability to work well under pressure, solve problems and to meet deadlines</li> <li>▪ Ability to use IT and University computer systems</li> </ul>

- Ability to work positively and supportively with students
- Commitment and loyalty to the University and its mission as the highest priority
- Ability and willingness to travel when necessary

Desirable:

- Ability to communicate (oral and written) in the three languages above



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