

JOB DESCRIPTION

1. JOB DETAILS:

Position Title:	Head of Division for Academic Affairs
Reports to:	Deputy Vice Chancellor – Academic Affairs
Division:	Academic Affairs
Location:	Abu Dhabi, UAE
Prepared / Revised on:	June, 2024

2. JOB PURPOSE / ROLE:

To lead the Academics Division at Sorbonne University, Abu Dhabi, directing the implementation and development of the strategic initiatives across SUAD's Academic Programs, Library Services and Registrar processes and procedures. In addition, ensure the quality of the degrees and the provision of quality education for students at SUAD.

3. JOB DIMENSIONS

Number of Staff Supervised:	Direct Reports:	13
	Total:	112

Key Priority	Key Activities
<ul style="list-style-type: none"> Strategy 	<ul style="list-style-type: none"> Develop the strategy for the Academics Division, aligning departmental strategies with the University's strategic plan to ensure vertical and horizontal integration with other divisional and departmental strategies. Establish an overall direction and vision for the departments under the Academics Division. Make strategic decisions regarding academic activities and program offerings to enhance the quality, relevance, and impact of the institution's academic programs and services.
<ul style="list-style-type: none"> Leadership 	<ul style="list-style-type: none"> Provide leadership to the Academics division by setting and directing on the vision and mission of both the University and the division, to ensure that all direct reports are aware of what they are required to achieve and how they are performing against their objectives. Manage the day-to-day operations of the division providing guidance, encouraging teamwork and facilitating related professional work processes in order to achieve high performance standards. Represent division and SUAD on internal and external bodies, governance committees and boards, including attendance at local, regional and international activities; ensuring the division is represented appropriately for the particular situation.
<ul style="list-style-type: none"> People Development 	<ul style="list-style-type: none"> Manage all direct reports effectively as a Line manager. Recruit, train and retain qualified team members, conduct performance evaluations, provide mentoring and professional development opportunities. Provide ongoing formal and informal feedback and appraisal in order to maximize subordinate and functions performance and resolve any issues or conflicts that may arise among employees.

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	<ul style="list-style-type: none"> Foster a positive and inclusive working environment that encourages professional development and growth.
<ul style="list-style-type: none"> Budgeting 	<ul style="list-style-type: none"> Collaborate with Finance Department to develop an annual budget that aligns with the division goals, priorities, and strategic objectives. Oversee the allocation of financial resources within the division, ensuring that funds are allocated efficiently and effectively to support key activities. Monitor the divisional expenditures throughout the fiscal year and take proactive measures to control costs, address budgetary discrepancies, and reallocate resources as needed. Provide regular reports with accurate data required to build the budget of the Academic Division and assessment of its utilization.
<ul style="list-style-type: none"> Academic Programs 	<ul style="list-style-type: none"> Direct the development of academic program strategies in collaboration with the Deputy Vice Chancellor – Academic Affairs and the Vice Chancellor, ensuring that key initiatives, including learning, teaching, and assessment, align with the University's strategic plan and achieve high performance levels. Oversee the operations, resources, and income generation of academic programs to support the University's overall goals and objectives. Review and endorse the content of academic programs, including adaptations for the Middle East, ensuring alignment with the requirements of Sorbonne University (SU), Université Paris Cité (UPC), and all related mother universities. Direct the Testing/Examination preparation to ensure that student performance is monitored and assessed in a timely and accurate manner in alignment with the standards and requirements stipulated by SU, PCU and all related mother Universities. Ensure that exams are carried out according to the rules set out by the exam board; allow each candidate to sit the exam in the same conditions; and control cheating Collaborate with the Deputy Vice Chancellor – Academic Affairs and the Vice Chancellor to propose and select new academic programs identified as potential opportunities based on market intelligence, presenting them to management for review and approval. Ensure regular reviews of all academic program results, drawing conclusions and making assumptions to measure success and plan further improvements to achieve optimal results. Create a supportive environment for research development and innovation. Promote research-informed teaching by encouraging faculty to integrate current research findings into their curricula and teaching methods foster innovation in teaching methods and integrate emerging technologies into academic programs. Serve as the senior adviser to the Deputy Vice Chancellor – Academic Affairs on academic programs, supporting strategic decision-making.
<ul style="list-style-type: none"> Library 	<ul style="list-style-type: none"> Direct the development of the Library strategy in collaboration with the Head of Department - Library, ensuring key initiatives are aligned to the University's strategic plan. Oversee the management and maintenance of relevant learning resources for students and faculty to utilize in Academic Programs, ensuring the content is suitable for the Middle East and provides the materials required for effective learning.
<ul style="list-style-type: none"> Registrar 	<ul style="list-style-type: none"> Direct the development of the Registrar strategy in collaboration with the Head of Department – Registrar, ensuring key initiatives are aligned to the University's strategic plan. Supervise the activities of the Registrar department to ensure that the Admissions process is implemented smoothly for students and are aligned with SUAD's objectives.
<ul style="list-style-type: none"> Quality Assurance & Accreditation 	<ul style="list-style-type: none"> Ensure compliance of Academic programs with accreditation standards set forth by relevant accrediting bodies or organizations. Direct the Accreditation process for Academic programs and participate in accreditation reviews and CAA visits. Implement quality assurance practices in the division and establish clear standards and expectations for educational programs, curriculum, teaching methodologies etc.

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	<ul style="list-style-type: none"> ▪ Develop and implement policies and procedures that outline the division's approach to quality assurance.
<ul style="list-style-type: none"> ▪ Policies and Procedures 	<ul style="list-style-type: none"> ▪ Develop policies and procedures for the division covering all areas to ensure all relevant procedural/legislative requirements are fulfilled. ▪ Communicate the requirement of operational policies and procedures to direct reports and monitor adherence so that work is carried out in a controlled manner.
<ul style="list-style-type: none"> ▪ Reports 	<ul style="list-style-type: none"> ▪ Ensure that all divisional reports are prepared timely and accurately to meet University requirements, policies and standards.
<ul style="list-style-type: none"> ▪ Related Assignments 	<ul style="list-style-type: none"> ▪ Perform other related duties or assignments as directed by the Vice Chancellor.

5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Minimum Qualifications:

- PhD or equivalent degree in a relevant field.

Minimum Experience:

- 10 years academic and research experience.

Job-Specific Skills:

- Proven experience in a senior academic leadership role.
- Knowledge of the higher education sector and related policies in Abu Dhabi or French Higher education system.
- Extensive experience in managing academic programs, including curriculum development, quality assurance, and assessment.
- International Individual and Collective Research skills and experience.
- University lecturing skills and knowledge.
- Leadership and Management skills.
- Stakeholder Management and Influencing Skills.
- Problem-Solving and Decision-Making.
- Communication and Presentation skills
- Languages: English and French required; Arabic is an added value.