

JOB DESCRIPTION

REFERENCE NUMBER:	AP1090
JOB TITLE:	Deputy Vice-Chancellor: Teaching and Learning (5 Year – Fixed Term)
LOCATION:	Alice
BACKGROUND TO POSITION:	The University of Fort Hare since its foundation has been a beacon of excellence and hope, a lodestar for national and continental regeneration. For that reason, its new Strategic Plan, <i>Towards a Decade of Renewal, 2022-2026</i> is critical in steering the future of this iconic institution. <i>A Decade of Renewal, Be a part of it!</i> The post of Deputy Vice-Chancellor: Teaching and Learning plays a key role as part of the executive management of the University of Fort Hare in its governance of the core academic processes of the institution, guided by the vision and mission of the University of Fort Hare. Reporting to the Vice-Chancellor regarding the academic project and matters pertaining to Teaching & Learning, this role is accountable to provide visionary strategic direction and leadership, which comprise the following key objectives: ○ Providing strategic direction through strategic planning, and seeking to ensure the democratic, effective, efficient, and sustainable pursuit of the University's goals and its development as a centre for educational excellence. ○ Leading the University in achieving research-led teaching and learning through the development of appropriate policies and collaborating with centralised support functions for Research & Innovation, Partnerships, Information provision services, and other support services in achieving academic goals. ○ Collaborating locally & internationally with external institutional role players, alumni, funders and legislators to promote, influence and facilitate the institution's image & strategic objectives. ○ The advancing of transformation through the formulation of strategies to ensure that appropriate corrective measures are

JOB DESCRIPTION

employed to redress past imbalances with the aim of producing outstanding internationally-accredited graduates who are innovative, creative, critical and reflexive thinkers, responsible, ethical, resilient life-long learners and to strive, through teaching, research and community service, to contribute to the advancement of international scholarship.

- Promoting a culture of cooperation and scholarly endeavour where students and staff are supported and engaged.
- Developing and implementing an embedded model of student support, in particular retention, success and progression strategies to meet the needs of a diverse community of students.
- Ensuring that the University's educational spaces are aligned to the University's strategic goal of implementing modern, twenty first century technologically advanced teaching and learning spaces.

Structurally, the role governs and directs the following functions in the institute:

- The academic functions of the six University of Fort Hare faculties namely: Management & Commerce, Law, Social Sciences & Humanities, Education, Health Sciences and Science & Agriculture.
- The Teaching & Learning Centre of the University, which supports academic development, new technologies (such as Technology Enhanced Learning) & Research skills development.
- The legislated Planning & Quality Assurance function, which is accountable for the quality assurance & accreditation of academic programmes, the Institutional Strategic Planning function & Goal setting, Legislated reporting (HEMIS) and, providing decision support data to the executive flowing from the data analytics process.

JOB DESCRIPTION

KEY PERFORMANCE AREAS:

KPA 1) Govern & Direct the Teaching & Learning Division of the University of Fort Hare

- Play a key role in shaping the overall strategic direction of the institution as member of the executive management team.
- Govern the implementation of policies & strategies agreed by Council / Senate.
- Promote the institution's reputational profile through networks & partnerships.
- Provide governance, leadership & guidance to the academic structures (faculties), Planning & Quality Assurance and Teaching & Learning Centre.
- Play a key role in executive/governance committees.
- Direct the leadership resources as per structure.
- Monitor & report on the achievement of Teaching & Learning goals, projects & initiatives.
- Monitor implementation and progress plans towards teaching and learning goals in the University's strategic plan and national plan for Higher Education.
- Contribute & influence the management of institutional risk & reputational impacts.

KPA 2) Medium- to Long-term Conceptualisation & Vision

- Formulate & review strategies aligned with the vision & mission of the institute.
- Approve implementation of structures, resources & systems.
- Collaborate with senior stakeholders in strategy design.
- Conduct regular strategic alignment reviews.
- Provide regular feedback to senior stakeholders on plan implementation.

KPA 3) Strategic Financial Business Planning & Budgeting for the Teaching & Learning Division of the University of Fort Hare

- Conduct long-term financial projections & planning.
- Allocate & re-allocate funds & resources based on portfolio need & requirements.
- Approve financial strategies in conjunction with senior stakeholders.
- Monitor DHET Enrolment Planning, Reporting

JOB DESCRIPTION

- and Grants Utilisation.
- Govern the budget submissions of academic & academic-related departments and programs to the relevant Budget Committees.
- Obtain approval for annual budgets from governance committees.
- Exercise prudent budgetary control.
- Approve large payments, assets procurement & services.
- Manage a working capital.
- Manage & maintain the safekeeping of assets.
- Oversee & monitor expenditures for the portfolio within budgeted parameters and report on variances.
- Economical & transparent use of resources including prevention of unauthorised, wasteful expenditure and losses due to criminal conduct.
- Monitors cash flow management.
- Report on financial & budgetary objectives/plans.

KPA 4) Organisational Leadership Management for the Teaching & Learning Division of the University of Fort Hare

- Plan leadership talent, succession and development based on strategy.
- Lead, mentor & empower employees.
- Devise preventative & mitigation strategies for anticipated talent risks.
- Recruit, select & appoint a team based on approved Resource Plan.
- Build & direct the leadership team within the portfolio structure.
- Manage staff performance aligned with the Performance Management System.
- Direct talent competence, skills & performance levels aligned with the division's strategy.
- Achieve individual research goals.
- Champion & support achievement of equity targets in the student and staff profiles and provide leadership in transforming the institutional culture.
- Submit a succession & development plan progress reports to senior leadership.

JOB DESCRIPTION

KPA 5) Strategic Relationship Development

- Participate in key institutional policy development and decision-making bodies.
- Develop & foster partnerships with local & international academic institutions.
- Engage with industry/government stakeholders aligned with Teaching & Learning Goals.
- Participate in related industry forums.

KPA 6) Strategic Institutional Academic Leadership for the University of Fort Hare

- Remain abreast with developments in the Higher Education sector and Higher Education legislation.
- Design and set policy for the Teaching & Learning division.
- Be accountable for the Academic Project for faculties through Curriculum renewal, Development of innovative programmes and Improving the quality of Teaching & Learning.
- Develop concept proposals for the offering of new programme(s) or establishment of a new faculty (e.g. Veterinary Science).
- Govern & re-align faculties & departments to meet strategic goals.
- Govern the addressing of gaps within the review of rules, policies, programmes and institutional structures.
- Govern the Teaching & Learning Centre.
- Govern Planning & Quality Assurance function (inclusive of HEMIS compliance).
- Monitor faculty /Teaching & Learning efficiency and metrics.
- Collaborate & support functions for international student attraction/support.
- Approve community engagement projects/budgets.
- Oversees, support and monitor progress of curriculum initiatives which respond to transformation imperatives in the university & wider society.
- Monitor the student & academic staff experience within the institution in alignment with academic goals.
- Monitor throughput & pass rate targets.
- Monitor goal achievement for research

JOB DESCRIPTION

- outputs & publications.
- Monitor legislative compliance with the Higher Education Act.
- Provide executive Teaching & Learning reporting at governance committees.
- Provide consolidated reports on plan/goal achievements.
- Report on benchmark studies with other institutions.

INHERENT CRITERIA:

Minimum Qualification(s)

- A Doctoral degree.

Minimum Experience

- A minimum of 10 years' experience in higher education with at least 5 years of senior academic management and administration.
- Eligibility for appointment at Full Professor. However, appointment at Associate Professor will also be considered.
- Substantial academic stature and successful track record of excellence in research, postgraduate supervision and teaching commensurate with the academic rank level.
- Leadership experience in higher education with at least 5 years senior management experience, where Teaching & Learning activities are the core business.
- A clear understanding of the broader national and international context of higher education and an in-depth understanding of higher education policy and practice nationally and internationally.
- Demonstrated ability to lead and manage a large teaching and learning portfolio in higher education.
- Demonstrated ability to provide leadership of a diverse team, by engaging and inspiring staff in the achievement of the University's core activities and a strong capacity to communicate clearly, with purpose and vision.
- A national profile as a leader, teacher and researcher in higher education with a proven track record of high-quality scholarly publications.
- A capacity to plan strategically and consultatively to ensure the University offers quality teaching and learning that enables

JOB DESCRIPTION

outstanding student throughout rates.

APPLICATION REQUIREMENTS:

- A letter of motivation outlining how you meet the requirements.
- A comprehensive CV.
- An abridged CV.
- A completed UFH Job Application Form. Click on the link below to download:
<https://www.executivetalenting.co.za/wp-content/uploads/UFH-JOB-APPLICATION-FORM-1.pdf>
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from SAQA.

To apply please forward your application quoting reference number **AP1090** to Genevieve Michel c/o shireen1090@talenting.co.za

The University reserves the right NOT to make an appointment at this stage. University of Fort Hare is an equal opportunity and affirmative action employer. Pursuant to complying with the Employment Equity Act No.55 of 1998, when appointing preference will be given to applicants from designated groups whose appointments will contribute towards achievement of equitable demographic representation of our workforce profile.

Incomplete applications will not be considered!