

JOB DESCRIPTION

REFERENCE NUMBER: AP563

JOB TITLE: Dean: Department of Social Sciences and Humanities

LOCATION: East London, Eastern Cape

BACKGROUND TO POSITION: The main purpose of the position of a Dean of a Faculty is to:

- Provide intellectual and academic leadership within the faculty.
- Be responsible for the overall academic, research and administrative management of the entire faculty.
- Ensure programmes offered by the Faculty comply with institutional and national regulatory frameworks (e.g. CHE; SAQA; Professional bodies; DHET PQM) and are academically and financially viable.
- Take overall responsibility for improving and enhancing research activities, funding and outputs of the Faculty.
- Provide leadership in facilitating the integration of community engagement with teaching, learning and research.
- Serve on various committees representing the Faculty, including the Senate; and Chairs the Faculty board and committees.
- Take responsibility for ensuring the Faculty is compliant with all University and Faculty rules, policies and procedures.
- Propose an appropriate budget and takes responsibility for its disbursement; raise funding for Faculty initiatives and ensures the financial sustainability and growth of the Faculty.
- Take responsibility for the strategic management of the faculty in accordance within the University strategic plan and includes networking and management of processes and people and the associated administration.
- Assume responsibility for the optimal provision and deployment of human resources in the Faculty; overseeing

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staffing matters including the development, performance appraisal and discipline of staff; and serve as line manager to Heads of Departments, Schools or Centres in the Faculty.

- Oversee the requisition and provision of adequate physical space, equipment, consumables, security, maintenance and library resources required by the Faculty.
- Produce Faculty strategic, operational and other plans and reports timeously and submit as requested by University structures.
- Provide leadership in positioning the Faculty regionally, nationally and internationally with regard to research, teaching and learning, and community interaction, while achieving prudent financial management.
- Perform any other functions delegated to him/her by the Deputy Vice-Chancellor and the Vice-Chancellor

KEY PERFORMANCE AREAS:

Oversight of faculty programmes and all teaching and learning activities and outputs

- Overall planning, development, renewal and changing of academic programs to ensure meaningful academic outcomes, quality, effectiveness and financial viability
- Ensure the necessary approvals are obtained from internal and external structures for delivery of programmes
- Ensure admission of students with a reasonable potential for success
- Optimise the throughput rate of undergraduate and postgraduate students to meet targets; provide support programmes
- The Faculty Board and its committees for learning and teaching, research and higher degrees, quality, etc. meet

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regularly and function effectively.

- External assessment/review (in a cycle as determined by policy) of departments/programmes in the faculty take place as required

Research, innovation and commercialization of knowledge

- Establishing a sound culture of research, innovation and commercialisation in the faculty; Initiating and promoting ethically accountable research of quality
- Increase research output to meet/exceed institutional and national targets; and increase the research productive staff base of the Faculty;
- Identify, develop and support research niche or focus areas in the Faculty; manage the faculty's overall research portfolio by disseminating research and recognizing and rewarding excellence in research
- Attracting research funding to the Faculty; supervising the management of internal and external funding for financing research and the discharge of responsibilities in this regard;
- Approving or recommending research contracts within delegated competence. Meet targets for research contracts.
- Providing mentoring, role models and support programmes to help establish young researchers.

Strategic and operational Faculty plans and reports

- Develop Faculty strategic, operational and other plans in consultation with key stakeholders in alignment with University plans.
- Providing specific information which does not exist on the central Database of the University, but which is required from time to time for the overall management of the University;

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- Periodic reporting on the activities and outputs of the faculty (teaching & learning, research, community engagement; staff and student activities, achievements, financial, etc.)

Staff Management

- Maintaining accepted performance standards and ensuring the fulfilment of the service conditions and work agreements of all staff within the faculty;
- Fostering and maintaining sound personal and professional relationships among the members of staff and between staff and students and with external bodies;
- Developing the expertise of staff through overseeing implementation of professional development plans; increase proportion of academic staff with doctoral degrees to meet national targets 4.4
- Drawing up and updating a staff plan; implementing employment equity plans and the goals associated with it;
- Taking appropriate disciplinary action when necessary; being involved appropriately in labour relations matters, disciplinary procedures and grievances, and referring them where necessary;
- Submitting recommendations on top performers in the faculty; and the promotion of staff to the
- decision-making body concerned
- Ensuring vacant posts are filled; proposing changes to staff structure where necessary
- Oversee management and administration of all human resources matters

Financial management and budgeting

- Managing all funds and income generated and available in the faculty
- Drawing up the Faculty budget, updating the business plan and financial plan for the faculty with regard to all income (income streams and funds, of which the annual budget forms a part
- Attracting third-stream income for the

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faculty

- Assigning income and funds to the appropriate structures within the faculty, and monitoring their use effectively and regularly;
- Managing and controlling the annual budget;
- Formulating proposals for the fees and materials for the various academic programs;
- Considering, prioritizing and recommending applications for funding (projects on research programmes, partnerships, etc.)

Infrastructure and other assets

- Maintaining and updating the Faculty asset register
- Requisitioning infrastructure and other needs timeously to the appropriate structures and offices

Students

- Recruiting and retaining new students in accordance with the DHET approved enrolment plan of the University;
- Welcoming new students and ensuring orientation is offered;
- Ensuring student success rates as per University and national targets;
- Creating and maintaining effective communication with students and supporting their participation in appropriate Faculty structures

Generic Responsibilities

- The Dean is a member of Senate and of the Executive Committee of
- Senate (Senex). The Dean may also be elected to one or more of the standing committees of Senate, Council; or Management Committees
- The Dean is the chairperson and chief executive authority of the Faculty Board and of the Faculty Committees of the Faculty Board. The Dean carries final responsibility for delegated management

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decisions for which the faculty has power of disposal;

- The Dean reports to the DVC as line manager; and is accountable to the DVC
- The Dean may delegate functions in accordance with the University governance structures and in terms of an approved framework for
- delegation;
- The Dean concludes a performance agreement with the DVC according to which performance is measured;
- The Dean has managerial authority over all staff in the faculty in terms of policy approved by Senate and Council. This managerial authority is exercised through Heads of Departments/Directors/Managers for the improvement of the faculty's performance with regard to the strategic management indicators.

Other Duties

- Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

INHERENT CRITERIA:

- Doctoral degree in a discipline/specialisation relevant to the Faculty
- Minimum of 7 years of experience in higher education with at least 5 years of senior academic management and administration experience
- Eligibility for appointment at Associate Professor/ Full Professor
- Substantial academic stature and a successful ongoing track record of excellence in research, postgraduate supervision and teaching (undergraduate and postgraduate) commensurate with the academic rank level

APPLICATION REQUIREMENTS:

- A letter of motivation.
- A comprehensive CV.
- An abridged CV.
- Names and contact details for at least 3 referees.
- Certified copies of matric and degree certificates and Identity Document.

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To apply please forward your application quoting reference number **AP563** to Genevieve Michel c/o Deansocialsciences@talenting.co.za