

# UNIVERSITY OF TECHNOLOGY, JAMAICA

## JOB SPECIFICATION AND JOB DESCRIPTION

**JOB TITLE:** Deputy President

**FACULTY/DIVISION:** Academic Affairs

**REPORTS TO:** The President

**DEPARTMENT/SCHOOL:** -

**UNIT:** -

### **JOB SUMMARY**

The Deputy President is the head of academic affairs and is directly responsible for the development, co-ordination and implementation of curricula and instruction within the University. S/he is responsible for academic leadership, academic planning and delivery with respect to curricula, teaching, research, creative activities and related academic service requirements.

In addition, s/he is responsible for providing guidance in the development of short and long range curriculum plans, academic staffing and for enhancing the efficiency and effectiveness of academic delivery and for improving quality. The Deputy President also represents the interests of the Academic Affairs Division in the annual university budgetary planning exercise.

S/he deputizes for the President in his/her absence and serves as the senior member of the President's Executive Management Team, which includes Vice Presidents. S/he plays a major role in the governance of the University:

### **JOB SPECIFICATIONS**

#### **A. SKILLS**

#### **QUALIFICATIONS:**

1. An earned terminal degree in a recognized academic discipline, which supports the mission of the University.

Approved as a guide by the Search Selection Committee for Deputy President on August 11, 2014 – Ref. Paper 2014/SSCDP/08/06

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2. Holds professorial appointment or has academic credentials to be appointed to the rank of Professor in an appropriate University Faculty.
3. A distinguished record of teaching, scholarship and research accomplishments.

#### SPECIALISED KNOWLEDGE:

1. Knowledge of UTech's policies, procedures, regulations and ordinances.
2. Knowledge of academic quality assurance systems.
3. Knowledge and understanding of trends and issues in higher education.
4. Knowledge of budgets and the University financing mechanisms.
5. Knowledge of curriculum development and delivery systems.

#### SPECIALISED TRAINING:

1. Strategic planning
2. Quality assurance
3. Curricula development
4. Academic policy and programme
5. Conflict resolution

#### SPECIALISED SKILLS

1. Ability to foster internal and external collaborative relationships.
2. Ability to engage faculty in academic/professional pursuits.
3. Ability to articulate and advance the University's mission and academic plan both internally and externally.
4. Ability to attract grant funding.
5. Ability to promote an environment of creativity and innovation across the University.
6. Demonstrated capacity for sound judgment and effectiveness in academic matters.
7. A deep commitment to academic quality, including outstanding teaching, research and service.
8. Strong interpersonal skills, particularly in working with students, faculty, administrators and community leaders.
9. Excellent oral and written communication skills
10. Demonstrated leadership skills.

#### EXPERIENCE:

At least eight (8) years of broad progressive and substantive academic, managerial and administrative experience.

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**B. EFFORT**

**PHYSICAL SKILLS:**

Traveling locally and overseas.

**ANALYTICAL SKILLS:**

1. Plan, coordinate and evaluate curricula.
2. Develop, review and update academic policy.
3. Problem-solving, critical thinking and decision-making.

**WORKING CONDITIONS:**

Agreeable office working condition.

**JOB DESCRIPTION**

**A. REPORTING RELATIONSHIPS:**

REPORTS TO: President

**NATURE OF SUPERVISION RECEIVED:**

General strategic guidance within the ambit of the University's mission and goals.

**SUPERVISION GIVEN TO:**

1. Faculty Deans
2. All Academic Associate Vice Presidents
3. University Librarian.
4. Director, UTech, Academy
5. Western Campus Coordinator
6. Special Assistant to Deputy President
7. Executive Assistant
8. Administrative Support Staff

**LIAISES INTERNALLY WITH:**

1. All Vice Presidents
2. Heads of other Administrative Departments.

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3. Administrative Directors
4. Internal Auditor on academic quality issues
5. Head of Departments

**LIAISES EXTERNALLY WITH:**

1. Other universities and tertiary institutions both locally and overseas
2. Funding Agencies – local and international
3. Private and public sector agencies
4. Accreditation Boards – national and international
5. University Outreach and Franchise holders.

**B. DUTIES AND RESPONSIBILITIES:**

1. Provides direction and oversight for the administration and management of Faculties, Centres, Institutes and other academic delivery units within the University.
2. Provides administration and management oversight to designated academic support units including the Library, Office of Curriculum Development and Evaluation, and Office of Distance Learning.
3. Leads the development and review of academic policies, procedures and standards across the University.
4. Executes current plans for all academic courses of study including resource allocations and innovations in alignment with the University's strategic plan.
5. Leads the development of the annual Academic Affairs Operational Plan.
6. Maintains current national and specialized (professional) accreditation status for all academic courses of study including preparation of self-study reports.
7. Promotes the research enterprise of the University.
8. Promotes the growth of academic programmes.
9. Plans, implements and administers the budget for the Office of Academic Affairs.
10. Leads academic units towards goals outlined in the Division's Institutional and University's Strategic Plans.

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11. Enhances the quality and relevance of the University's academic programmes with emphasis on undergraduate student research project work and cooperative education experiences.
12. Provides ongoing professional development programmes in collaboration with Human Resources Department for Deans, School/Department Heads and other academic administrators who have financial and managerial control duties.
13. Monitors curricula and academic requirements to ensure currency with best practices and regular assessment in keeping with identified national, regional and University priorities.
14. Develops and maintains collaborative links and supportive relationships with Deans and Senior Administrators.
15. Promotes and maintains current policy to recruit, retain and develop talented and diverse faculty and staff.
16. Advises on appropriate faculty review procedures and criteria for promotions.
17. Assists with the conduct of search for Deans and other senior academic and administrative officers and advises the President on appointments.
18. Conducts annual written performance evaluation for Deans, Associate Vice Presidents and Librarian and Special Assistant and makes performance-based compensation recommendations to the President.
19. Chairs the Undergraduate Studies, and the Graduate Studies, Research and Entrepreneurship Committees.
20. Serves as ex-officio member of Council, Academic Board and College/Faculty Boards as stipulated in the respective Statutes and Ordinances.
21. Serves on committees and sub-committees of Council and the Academic Board including:
  1. Education Services Committee
  2. Teaching and Learning Committee
  3. Academic Board Advisory Panel on Examinations
  4. Governance Committee
  5. Finance Committee

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22. Chairs meetings of committees and serves on Task Forces, as requested by the President.
23. Advances and coordinates the role of graduate education, innovation and entrepreneurship to include third stream Income (TSE) at the University. TSE includes consultancies/projects and **ALL** income outside of tuition fees and Government grant/subvention.
24. Maintains cordial and supportive relationships with faculty, staff and student representative groups.
25. Attends events as the University representative, presides over meetings and acts in place of the President, as necessary.

**C. AUTHORITY:**

1. To implement relevant policies.
2. To sign cheques within authorized limits.
3. To sign contracts on behalf of the University.
4. To make recommendations regarding faculty/staff hiring, dismissals, suspensions and other disciplinary actions for faculty and staff.
5. To maintain discipline, morale and security within the Division of Academic Affairs.
6. To assign duties, set priorities, revise work schedules and establish guidelines and performance standards.
7. To validate examination results and the granting of academic awards on behalf of the Academic Board.
8. To implement academic policy and standards approved by the Academic Board and Council.

**D. PERFORMANCE CRITERIA:**

1. Academic programmes are evaluated and accreditation standards are met.
2. Expenditure remains within budget.
3. Scholarly and research activities of the University are advanced.
4. Adequate academic delivery support structures are maintained.
5. Interests of the Academic Affairs Division are represented in annual institutional budget planning and allocations.
6. Collaborative links and relationships, both internally with faculty and administrators and externally with interest groups, are developed and maintained.

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