

UNIVERSITY OF NEW ENGLAND
FACULTY OF ARTS & SCIENCES

ACADEMIC DIRECTOR – POSITION DESCRIPTION

Equity principles underpin all University policies and procedures. The University is committed to EEO principles, values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

Position Objective

The Academic Director is responsible to the Pro Vice-Chancellor and Dean for providing strategic leadership and assisting the Pro Vice-Chancellor and Dean and Heads of Schools in the Faculty to:

- (a) develop and align academic activities in the Faculty to achieve the relevant outcomes specified in the University's *Strategic Plan*, the Teaching and Learning Plan and other University plans;
- (b) contribute to the development of academic strategy and policy at Faculty and University level, including fostering strategic change and development in coursework programs, teaching and learning and student affairs; and
- (c) report Faculty progress against strategic goals and operational plans in teaching and learning, coursework, quality assurance and student affairs.

In carrying out these roles, the Academic Director will liaise closely with the Pro Vice-Chancellor and Dean, the Heads of Schools in the Faculty, the Academic Director of the Faculty of the Professions, the Pro Vice-Chancellor (Academic), the Chief Development Officer and staff of the Directorates, including the Teaching and Learning Centre, Student Administration and Services, UNE International and the Library.

Duties

Under the general direction of the Pro Vice-Chancellor and Dean, and in cooperation with Heads of Schools in the Faculty, the Academic Director will:

1. provide leadership, oversight and coordination of course profiles, coursework programs, teaching and learning and student affairs;
2. foster and support innovative change, for example, in the effective use of technologies to support teaching, provision of short courses, development of new types of qualification, and development of new business and partnership arrangements;
3. create and support academic collaborations with other Universities both in Australia and overseas, and across Faculties and Schools, for example, sharing coursework programs and teaching resources;
4. ensure that the interests of international students are catered for across the Faculty and work with UNE International in all aspects of international student affairs;
5. contribute to, and where appropriate, lead market intelligence gathering ensuring effective use of such information;

6. facilitate compliance with strategic and policy frameworks relating to coursework, teaching and learning and student activities managed at the School or Faculty level, including the Academic Quality Assurance system and service quality standards;
7. contribute to strategy and policy development at the University level;
8. undertake tasks delegated by the Pro Vice-Chancellor and Dean, including academic appeals, academic misconduct, plagiarism and academic complaints, when escalated from Schools;
9. liaise with Directorates and service providers relevant to his/her responsibilities, especially the Teaching and Learning Centre, Student Administration and Services, and Planning and Institutional Research;
10. liaise with Heads of Schools and appropriate School committees on teaching programs in the Faculty;
11. liaise with the Faculty of the Professions in facilitating a collaborative approach to learning and teaching, program development and delivery;
12. advise the Pro Vice-Chancellor and Dean on the allocation of Faculty teaching and learning strategic funds; and
13. represent the Faculty on various University committees (as they may exist from time to time) including:
 - (i) Academic Board;
 - (ii) Teaching and Learning Committee
 - (iii) Academic Program Committee; and
 - (iv) working parties convened by the Deputy Vice-Chancellor or Pro Vice-Chancellor (Academic), as appropriate;
14. be a member of, or Chair, as appropriate, Faculty and School committees as determined by the Pro Vice-Chancellor and Dean;
15. undertake other responsibilities as deemed appropriate by the Pro Vice-Chancellor and Dean, which may include working parties and committees;
16. ensure the Pro Vice-Chancellor and Dean is appraised of, and consulted regularly on relevant issues; and
17. represent the Pro Vice-Chancellor and Dean as requested.

Selection Criteria

1. Demonstrated excellent academic leadership and management skills and experience.
2. Demonstrated leadership and excellence in teaching and learning innovation and strategy.
3. Demonstrated ability to conceptualise, plan and implement strategic developments within the context of broad plans.
4. Experience with budget management.
5. Experience in leading, managing and coordinating a broad range of academic functions in line with strategic objectives.
6. An outstanding academic background in a disciplinary area relevant to the Faculty, including relevant academic qualifications.
7. High level consultation and negotiation skills.
8. Excellent interpersonal skills, with the demonstrated capacity to effectively work cooperatively and in partnership with diverse groups and to sensitively balance the requirements of each of these groups.
9. An awareness of and sensitivity for the special needs of international students
10. Understanding of and commitment to EEO, Quality Assurance, Risk Management, Business Process Improvement and OH&S principles.