

## معايير اختيار القيادات الأكاديمية والإدارية بالكلية

# The Faculty of Communication and Mass Media The British University in Egypt

## Senior Management Selection Criteria

The aim of this document is to sit the criteria for Senior Management selection to insure fair transparent selection process for these positions. This document is developed in accordance with the Quality Unit plan to satisfy NAQAAE accreditation criteria. The base of this document is found in the University Bylaw, Job description and in NAQAAE guidelines for leadership and governance. The targeted positions of this document are: the Dean, Vice Deans, Head of Departments, and Head of Faculty Quality Unit.

### Selection Criteria

#### 1. Dean

The Dean is appointed by the decision of Chairman of the Board of Trustees upon the proposal of the University President from the academic staff in the faculty or others who meet the necessary conditions required for the position. In case there are no professors in the Faculty, the University President may mandate an external professor to act as the Dean.

To be appointed in this position, a candidate should have:

##### 1.1 Basic Qualifications:

- A PhD with A full Professorship
- Of good conduct, standing and reputation.
- At least ten years' experience of teaching.
- At least five years' senior management experience.
- A track record of innovation and achievement in the delivery and management of taught programmes.

##### 1.2 Skills and Attributes

- Vision and ambition to achieve the highest standards in the quality of taught programmes and innovation in all aspects of learning and teaching
- A collegial approach, with excellent interpersonal, communication and presentation skills in a multi-cultural environment where the operating language is English
- Strong organizational and time management skills
- The ability to deal with large volumes of paperwork
- The ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands.
- The ability to delegate
- Competence in ICT skills

- The ability to work effectively as an ambassador for the University at a national and international level

### 1.3 Desirable qualifications

- A commitment to developing the BUE along British educational lines
- A national/international profile of leadership in research, learning and teaching
- A track record of regular publications in high impact research journals
- A track record of innovation and achievement in the delivery and management of postgraduate programmes, and the supervision of research students

## 2. Vice Dean

The University President appoints the Vice Deans on the nomination of the Dean from the academic staff by a resolution determines terms of reference and duration of the appointment. In case of the lack of Professors in the Faculty, the University President will appoint one of the Associate Professors to be acting as Vice Dean upon the nomination of the Dean.

To be appointed in this position, a candidate should have:

### 2.1 Basic Qualifications:

- A PhD with A full Professorship
- Of good conduct, standing and reputation.
- At least ten years' experience of teaching and research.
- A track record of innovation and achievement in the delivery and management of taught programmes.

### 2.2 Skills and Attributes

- Ambition to achieve the highest standards in the quality of taught programmes and innovation in all aspects of learning and teaching
- Excellent interpersonal, communication and presentation skills in a multi-cultural environment
- Strong organisational and time management skills
- The ability to deal with large volumes of paperwork
- The ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands
- The ability to delegate
- Competence in ICT skills
- The ability to work effectively as an ambassador for the University at a national and international level.

### 2.3 Desirable qualifications

- A commitment to developing the BUE along British educational lines
- A national/international profile of leadership in research, learning and teaching
- A track record of regular publications in high impact research journals
- A track record of innovation and achievement in the delivery and management of postgraduate programmes, and supervision of research students
- Senior management experience in a leading university, e.g. as Head of Department.

### **3. Head of Department**

The Head of the Department will be appointed from the senior three Professors in the Department; the appointment is according to the decision of the University President upon the nomination of the Dean, and that decision involves identifying terms of reference. In case of the lack of Professors in the Department, the University President will appoint one of the Associate Professors to be acting Head of Department upon the nomination of the Dean.

To be appointed in this position, a candidate should have:

#### **3.1 Basic Qualifications:**

- Has been a professor at least for one year otherwise the senior professor.
- Of good conduct, standing and reputation.
- A combination of a personal academic record of significant achievements, relevant experience at a senior level inside higher education and knowledge of the Department.

#### **3.2 Skills and Attributes**

- Vision and ambition to achieve the highest standards in the quality of taught programmes and innovation in all aspects of learning and teaching
- Excellent interpersonal, communication and presentation skills in a multi-cultural environment
- Strong organisational and time management skills
- The ability to deal with large volumes of paperwork
- The ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands
- The ability to chair formal and informal meetings
- The ability to delegate
- Competence in ICT and e-learning skills
- The ability to work effectively as an ambassador for the University at a national and international level

#### **3.3 Desirable qualifications**

- A commitment to developing the BUE along British educational lines
- A national/international profile of leadership in research, learning and teaching
- A track record of regular publications in high impact research journals
- A track record of innovation and achievement in the delivery and management of postgraduate programmes, and the supervision of research students

### **4. Head of Faculty Quality Unit**

The Head of the Quality Management will be appointed according to the decision of the Dean. The Dean will call for candidates from fulltime staff, and if not available from outside and the FC will select from the candidates based on the required qualifications.

To be appointed in this position, a candidate should have:

#### **4.1 Basic Qualifications:**

- At least a PHD.
- At least 5 years of experience as a head of quality unit.

- Awareness of all NAQAAE accreditation standards and steps.

#### **4.2 Skills and Attributes:**

- Leadership
- People Management
- Problem Solving
- Interpersonal Skills
- Quality Focus
- Communication
- Result Oriented
- Time Management
- Business Awareness
- Competence in ICT skills

#### **4.3 Desirable qualifications**

- A commitment to developing the BUE along British educational lines
- A track record of regular publications in high impact research journals
- A track record of innovation and achievement in the quality accreditations