



## Leader's Selection Criteria.

## THE BRITISH UNIVERSITY IN EGYPT

### Faculty of Dentistry

### Senior Management Selection Criteria

The aim of this document is to set the criteria for Senior Management selection to insure a 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:

- To be Egyptian
- 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 :**

- To be Egyptian
- 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 the 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 two years 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 :

- S/he should be from Academic staff
- At least 5 years' experience as a head of Quality Unit
- Attended at least 8 training programs in Quality systems from NAQAAE
- Familiar with accreditation process and procedures
- Of good conduct, standing and reputation.

#### 4.2 Skills and Attributes

- Vision and ambition to achieve the highest standards in quality.
- 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 .
- The ability to work effectively as an ambassador for the University at a national and international level .

### 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

### معايير اختيار القيادات الأكاديمية والإدارية بالكلية

يتم اختيار القيادات الإدارية طبقاً للقانون رقم ٤٩ لسنة ١٩٧٢ بشأن تنظيم الجامعات ولانحة الجامعة البريطانية في مصر بما لا يتعارض مع قانون تنظيم الجامعات الخاصة ولانحة الجامعة البريطانية في مصر.

#### **\*\*معايير عامة:**

- ١- السجل الوظيفي والذي يشهد بالالتزام والنزاهة.
- ٢- القدرات الإدارية والقيادية.
- ٣- النشاط العلمي والبحث العلمي.
- ٤- القدرة على العمل في فريق ووضع آليات العمل .
- ٥- اجتياز دورات تدريبية لتنمية المهارات الإدارية.
- ٦- المساهمة في تطبيق نظم ضمان الجودة بالكلية .
- ٧- المشاركة في الأنشطة والخدمات المختلفة .
- ٨- له دور فعال في العلاقات المتبادلة مع القطاعات الإنتاجية والخدمية في المجتمع .
- ٩- يتمتع برؤية واضحة لتقديم خطة تطوير وتحسين نظام الجودة بالكلية .

#### **معايير الاختيار بالجامعة البريطانية في مصر:**

#### **عميد الكلية:**

- ١- أن يكون مصري الجنسية
- ٢- أن يكون حسن السير والسلوك
- ٣- أن يكون ذو خبرة إدارية لأحد أقسام الكلية أو قد يكون تولى منصب وكيل للكلية.

## وكلاء الكلية:

- ١- أن يكون حسن السير والسلوك
- ٢- أن يكون ذو خبرة إدارية لأحد الأقسام العلمية.
- ٣- تفضل الجنسية المصرية لمنصب وكيل الكلية لشئون التعليم والطلاب.

## رئيس القسم العلمي

- ١- أن يكون قد شغل وظيفة أستاذ على الأقل لمدة لا تقل عن سنتين وإلا فأقدم الأساتذة
- ٢- أن يكون حسن السير والسلوك.

## مدير وحدة ضمان الجودة

- ١- خبرة في مجال التطوير وضمان الجودة.
- ٢- حاصل على دورات المراجعين الخارجيين للجودة في التعليم العالي
- ٣- خبرة في حسن التواصل مع الآخرين.

## رئيس القسم الإداري

- ١- أن يكون ذو مؤهل عالي على الأقل
- ٢- أن يكون حسن السير والسلوك
- ٣- أن يكون لديه خبرة لا تقل عن سبع سنوات في مجال الإدارة التي سبقتها وعمين على الأقل في النواحي الإشرافية