



معايير وآليات اختيار القيادات الأكاديمية والإدارية
كلية الصيدلة – الجامعة البريطانية في مصر

Senior Management (Leadership) Selection Criteria

The aim of this document is to set 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:

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

1.2 Skills and Attributes

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

1.3 Desirable qualifications

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

- x To be Egyptian.
- x A PhD with a full professorship.
- x Of good conduct, standing and reputation.
- x At least ten years' experience of teaching and research.
- x A track record of innovation and achievement in the delivery and management of taught programs.

2.2 Skills and Attributes

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

2.3 Desirable qualifications

- x A commitment to developing the BUE along British educational lines.
- x A national/international profile of leadership in research, learning and teaching.
- x A track record of regular publications in high impact research journals.

- x A track record of innovation and achievement in the delivery and management of postgraduate programs, and the supervision of research students.
- x 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:

- x Has been a professor at least for two years otherwise the senior professor.
- x Of good conduct, standing and reputation.
- x 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

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

3.3 Desirable qualifications

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

- x S/he should be from academic staff.
- x At least 5 years' experience in the field of quality assurance in higher education institutes.
- x Attended at least 8 training programs in Quality systems from NAQAAE.
- x Familiar with accreditation process and procedures.
- x Of good conduct, standing and reputation.

4.2 Skills and Attributes

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

4.3 Desirable qualifications

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

5. Academic Registrar

The Academic Registrar is appointed by the decision of Chairman of the Board of Trustees upon the proposal of the University President for two renewable years. Undertakes the secretariat functions of the Board of Trustees and coordinates the institutional planning process. The decision determines terms of reference.

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

5.1 Basic Qualifications:

- x Must have at least a higher qualification.
- x Be of good conduct, standing and reputation.
- x Be experienced in the fields of British higher education for more than five years.
- x Aware of the British Quality Assurance Standards.

5.2 The Academic Registrar supervises and monitors the following departments:

- x Quality Assurance.
- x Student Affairs.
- x Public Relations, Communications, and Alumni.
- x Internationalisation Affairs.

6. Secretary General

The Secretary General is appointed by a decision of the Chairman of the Board of Trustees for two renewable years and upon the proposal of the University President. The decision determines terms of reference.

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

6.1 Basic Qualifications:

- x An Egyptian citizen, and must have at least a high qualification.
- x Of good conduct, standing and reputation.
- x Experienced in university administrative affairs for a period of not less than ten years.
- x Aware of the Egyptian quality assurance standards.

6.2 Secretary General undertakes the following issues:

- x Assists the University President in financial, administrative and security affairs.
- x Implementation of regulations and decisions of the University within his/her jurisdiction.
- x Supervision of all the administrative departments except those under the supervision of the University President and the Academic Registrar.
- x Carries out the duties assigned to him by the President within the limits of his competence.

7. Head of Administrative Department

The Head of administrative department is appointed by the decision of the University President after consulting the Secretary General or the Academic Registrar according to the delegation of administration, and the decision includes terms of reference and the duration of the appointment.

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

7.1 Basic Qualifications:

- x Must have at least a high qualification
- x Be good conduct, standing and reputation.
- x Have experience of not less than seven years in the field of management and at least two years in supervision.

7.2 Head of the administrative department supervises:

- x The technical aspects.
- x Administrative and financial affairs within the policy of the University administration in accordance with the provisions of the regulations and applicable decisions.

آليات تطبيق معايير اختيار القيادات الأكاديمية والإدارية بالكلية

● اختيار القيادات الأكاديمية

1. الإعلان عن الوظائف الشاغرة لتعيين القيادات الأكاديمية على موقع الجامعة.
2. ترشيح رئيس الجامعة لعميد الكلية طبقاً للائحة الجامعة ومعايير اختيار القيادات من بين أساتذة الكلية أو من الخارج ممن تتوفر فيهم الشروط المقررة اللازمة لشغل الوظيفة.
3. عرض السيرة الذاتية للمرشح على مجلس الجامعة للاختيار ويتم تعيين عميد الكلية بقرار من رئيس مجلس الأمناء.
4. ترشيح عميد الكلية للكلاء وعرض السير الذاتية للمرشحين على رئيس الجامعة للمناقشة بناءً على مدى تحقق معايير اختيار القيادات وعرضها على مجلس الجامعة للاختيار.
5. عرض السيرة الذاتية للمرشحين لرئاسة الأقسام العلمية و مديري الوحدات علي لجنة مشكلة برئاسة عميد الكلية و الكلاء لاختيار رؤساء الأقسام أو مديري الوحدات طبقاً لمعايير اختيار القيادات و يتم التعيين بقرار من رئيس الجامعة بناءً علي ترشيح العميد.

● اختيار القيادات الإدارية:

- الإعلان عن الوظائف الشاغرة لتعيين القيادات الإدارية، ويعين أمين الجامعة بموجب قرار من رئيس مجلس الأمناء لمدة سنتين قابلة للتجديد بناء على ترشيح رئيس الجامعة كما يتم تعيين رئيس القسم الإداري بموجب قرار من رئيس الجامعة وبناء على رأي أمين الجامعة أو المسجل الأكاديمي حسب تبعية الإدارة التي يرأسها ويتضمن القرار اختصاصاته ومدة رئاسته.