



Administrative Positions Selection Process

Faculty of Engineering



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Contents

Preface	2
Selection Criteria for Managerial Positions.....	2
I: Vice Deans selection criteria	2
II: Heads of Departments selection criteria	2
III: Programme Directors selection criteria	2
Operational Procedures	3
Annex A	5
Annex B	6
Annex C	7
Annex D.....	8

Preface

It is essential to ensure a transparent and fair mechanism, for selecting administrative position holders within the faculty. Such procedures would ensure collective management style that allows all faculty staff members the opportunity to be part of the management team running and contributing to the development of the faculty. Such transparent procedures would also ensure the transfer of authority among all eligible academic staff members.

The following outlines the selection criteria and procedure for announcing, identifying and recommending various administrative position holders within the faculty. This is applied at the departmental, as well as the faculty levels. At the departmental level the Head of Department shall employ the provided procedure in selecting Programme Directors.

At the Faculty Level, the Dean shall employ the provided procedure in selecting the Heads of Departments and the Vice Deans.

The Dean, however, is nominated by the President and appointed by the Chairman of the Board of Trustees, which is beyond the authority of the faculty.

Selection Criteria for Managerial Positions

Each managerial position has a dedicated selection form, provided with this document, that is consistent with the job description as stipulated by the British University in Egypt. The form reflects selection criteria which are listed in the relevant job description as follows: -

I: Vice Deans selection criteria

- Professorship at least five years.
- Previous Relevant Experiences.
- Proven Track record of related innovation.
- Strategic planning skills.
- Excellent interpersonal skills.
- Strong organisational & time management skills.
- Multi-tasking capabilities.
- Ability to delegate.
- Ability to represent the faculty.

II: Heads of Departments selection criteria

- Professorship at least two years.
- Previous Relevant Experiences.
- Proven track record of Academic achievements.
- Planning skills.
- Interpersonal skills.
- Organisational & time management skills.
- Multi-tasking capabilities.
- Ability to manage staff.
- Ability to delegate.

III: Programme Directors selection criteria

- Previous relevant Experiences.
- Excellent Academic record.
- Knowledge of UK higher education.
- Effective quality assurance knowledge.

- Ability to manage teams.
- Understanding of the key role of staff development.
- Excellent interpersonal & communication skills.
- Multi-tasking.
- Ability to work effectively.

Operational Procedures

The following procedure shall be adopted as explained above:

An announcement is circulated to indicate the need to fill a managerial position and asking for applications, with a copy of the relevant job description. A selection committee shall be convened to review and recommend potential candidates for each vacant position.

- At the Departmental level (PD appointment) the committee shall be comprised of:
 - Dean
 - HOD
 - Senior Professor from the relevant Department
- At the Faculty level (HOD appointment) the committee shall be comprised of:
 - Dean
 - VDT&L
 - VDR&PG
 - VDCS&E
- At the Faculty level (VD appointment) the committee shall be comprised of:
 - Dean
 - Current VDs

Applicants are required to submit their candidacy via an application form (provided in annex A) accompanied by their recent CV.

- All applications are reviewed in terms of required qualifications, by the relevant committee.
- All potential candidates are presented with their candidacy for the named position.
- A selection form is filled in, for each potential confirmed candidate, provided in this document.
- Each potential candidate shall be awarded a score against each of the selection criteria as indicated in the relevant selection form.
- A total score is calculated out of a total mark of 100.
- Any candidate should achieve at least 70% of the total mark to be eligible for the position.
- If there is only a single candidate due to size of pool and/or eligibility criteria, s/he should achieve at least 80% of the total mark.
- The candidate with the highest score is selected for the position.
- A brief introductory meeting shall be held with the candidate to seek his/her confirmation of accepting the position.
- If the candidate opted not to accept the position, the next in total score shall be approached, provided s/he satisfies the criteria indicated above in terms of the total score.
- In case of single candidates, if the total score did not reach the preset minimum, a departmental meeting, at the departmental level, or a faculty council meeting, at the faculty level should consider the single candidate and decide whether s/he is suitable for the position.

- Once the position is filled an announcement is made by the relevant line manager to introduce the new holder of the position to all relevant staff.

Application Form for a Managerial Position

Candidate Name:

.....

Department:

.....

Sought Position:

.....

Date of Employment:

.....

Date of PhD:

.....

Date of Professorship (If applicable):

.....

Previous Relevant Experience (If any):

1.
2.
3.
4.
5.
6.

Attached CV: YES NO

X

Applicant

Annex B

 FACULTY OF ENGINEERING				
ViceDean Selection Form				
Department: _____				
Name of Candidate: _____				
Date of Employment: _____				
Criteria for Selection :				
	Total Score	Item	Date/Duration	Mark
1		PhD		
2	10	ProfessorShip		
3	20	Relevant Experience		
4	10	Track Record of related innovation		
5	10	Strategic Planning Skills		
6	10	Excellent interpersonal skills.		
7	10	Strong organisational and time management skills.		
8	10	The ability to multi-task		
9	10	The ability to delegate		
10	10	The ability to represent the Faculty		
Total				

Annex C

 FACULTY OF ENGINEERING				
Head of Department Selection Form				
Department: _____				
Name of Candidate: _____				
Date of Employment: _____				
Criteria for Selection :				
	Total Score	Item	Date/Duration	Mark
1		PhD		
2	10	Professorship		
3	20	Relevant Experience		
4	10	Academic Achievements		
5	10	Planning Skills		
6	10	Interpersonal Skills		
7	10	Organisation & Time Management Skills		
8	10	Ability to multi-task		
9	10	Ability to manage staff		
10	10	Ability to Delegate		
Total				

Annex D

 FACULTY OF ENGINEERING				
Programme Director Selection Form				
Department: _____				
Name of Candidate: _____				
Date of Employment: _____				
Criteria for Selection :				
	Total Score	Item	Date/Duration	Mark
1		PhD		
2	10	Experience		
3	10	Academic Record		
4	10	Knowledge of UK Higher Education		
5	10	Effective Quality Assurance Knowledge		
6	10	Ability to manage Teams		
7	10	Understanding of key role of Staff Development		
8	10	Excellent interpersonal, Communication and presentation skills		
9	10	Strong orgainsational and time management skills		
10	10	The ability to multi-task		
11	10	The ability to work effectively		
Total				