FACULTY OF ENGINEERING

Faculty of Engineering Managerial Positions Selection Process

The line manager shall implement the following procedure in selecting staff for managerial positions 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.

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 the selection criteria which are listed in the relevant job description.

The Dean is nominated by the President and appointed by the Chairman of the Board of Trustees.

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

Approved by FC01- (15/11/2023)



- 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.

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FACULTY OF ENGINEERING

Annex A

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

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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 oranisational 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				

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FACULTY OF ENGINEERING

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				

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FACULTY OF ENGINEERING

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				

Approved by FC01- (15/11/2023)