



Executive Dean

Faculty of Humanities & Social Sciences Dublin City University

Faculty of Humanities & Social Sciences

(<http://www.dcu.ie/humanities/index.shtml>)

The Faculty of Humanities & Social Sciences is one of four Executive Faculties in Dublin City University. The Faculty is comprised of five constituent Schools:

- Communications
- Fiontar (Irish Language Programmes)
- Law & Government
- Applied Languages & Intercultural Studies (SALIS)
- Education Studies

It is also home to four Research Centres:

- Centre for International Studies (CIS)
- Centre for Society, Information and Media
- Centre for Translation & Textual Studies (CTTS)
- Institute of Ethics

The faculty of Humanities and Social Sciences delivers more than forty programmes to approximately 2,500 students at undergraduate and postgraduate levels and it is committed to maintaining the highest quality in teaching and learning. Many disciplinary areas are covered within the Faculty, and it places a strong emphasis on interdisciplinarity in both teaching and research. The Faculty enjoys a vibrant research culture where collaborative research is actively encouraged.

The Position

The detailed roles and responsibilities of the Executive Dean are set out in Appendix One.

The Executive Dean will take a leadership role in charting the Faculty's future strategic direction within the context of the University's strategic plan. The Executive Dean is also involved in a variety of University level committees, including the DCU Executive and the Senior Management Group.

The Executive Dean is supported by the Faculty Management Board, comprising two Associate Deans, the Faculty Administration Manager and five Heads of School.

Qualities, Qualifications and Experience

The Executive Dean will have a strong track record of professional accomplishment in his/her academic discipline and will have shown evidence of outstanding management and leadership abilities. He/she should possess qualities of strategic and innovative thinking and have extensive experience of academic and financial management. He/she should possess a doctorate and/or be at professorial level and have a strong record of publications in the discipline area. He/she will have a proven capacity to engage and

motivate academic and administrative staff. He/she will also demonstrate an in-depth understanding of national and international developments in research and in teaching/learning as they relate to education as well as a grasp of the key issues facing the university sector. The ability to foster and extend national and international linkages and alliances is crucial.

Terms and Conditions

The terms and conditions of the post are negotiable and an attractive salary, commensurate with experience and expertise, will be offered. A professorial appointment will be possible for a suitable applicant and the position of Executive Dean will be filled on a five year contract basis, however, the position within the University may be filled on either a permanent or contract basis.

Application Process

Application forms should be completed and returned to the Human Resources Department by 22nd April 2011. Informal enquiries should be addressed by email to either the University President, Prof. Brian MacCraith, brian.maccraith@dcu.ie or the Deputy President, Prof. Anne Scott, anne.scott@dcu.ie

Closing date: 22nd April 2011

Application forms are available at: http://www.dcu.ie/vacancies/APPLICATION_FORM_8pg.doc

and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149;

Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

Dublin City University is an equal opportunities employer

Appendix One

ROLE AND RESPONSIBILITIES OF EXECUTIVE DEANS

The primary function of the Executive Dean of a Faculty is to provide leadership and direction and to serve as the official representative of the Faculty. He/she will report to the Deputy President for the financial management, general administration, supervision and operation of the Faculty. He/she will be expected to issue an annual report and to meet the President and Deputy President to discuss this and future plans. The Heads of School and Research Centres formally attached to the Faculty report to and through the Dean.

The Executive Dean is the chief executive officer of the Faculty and is responsible for the strategic planning and development of the Faculty and the general leadership and overview of all its activities. He/she will be the Faculty's accounting officer and will be responsible, to the Deputy President for financial and budget planning, implementation and monitoring within the Faculty and its constituent Schools. He/she will produce a quarterly financial report for the President, the Deputy President and the Director of Finance and he/she will meet regularly with the Deputy President and other senior officers of the University for planning and reporting purposes.

In consultation with the Deputy President, the Executive and the Faculty, and consistent with the mission and strategic directions and policies and procedures of the University, the Dean should:

Planning and Leadership

- determine (in consultation with Heads) the Faculty's strategic direction
- manage the Faculty and co-ordinate the activities of its Schools to achieve the Faculty's strategic direction
- ensure the Faculty is appropriately represented to key individuals and groups
- contribute to University strategic planning and direction and participate, as a member of the senior management of the University on a variety of university-wide committees including the University Executive, Academic Council and Senior Management Group.
- ensure a fair, safe and harassment free work and study environment in accordance with the Universities policies.

Academic

- promote excellence in teaching and research
- plan and evaluate Faculty programmes and activities
- conduct regular reviews of the Faculty and its Schools, including examination of integrating mechanisms with other Faculties and Schools
- ensure that the education and learning of all students is maximised.

Financial

- co-ordinate the development of the budget for the Faculty and prepare the Faculty's annual budget submission and financial plan
- monitor budget expenditures to ensure that the integrity of funds is maintained
- plan and manage the Faculty's financial resources efficiently and in accordance with University policies, relevant legislation and the strategic direction of the Faculty
- in consultation with the President, the Deputy President and the DCU Educational Trust, maximise opportunities for and success in developing revenues and raising funds from appropriate sources outside the University
- collaborate wherever possible with other Faculties to ensure efficient use of University resources.

Personnel

- maintain plans for the staffing needs of the Faculty
- ensure administrative efficiency and effectiveness and compliance with University policies and procedures
- ensure reviews of performance and assessment of developmental needs of staff in the Faculty and Schools are undertaken in accordance with University policy
- ensure timely and effective communication with staff and students
- encourage maximum staff participation in the activities of the Faculty
- ensure the support, counselling and mentoring of staff as appropriate.

Physical Resources

- ensure the physical resources of the Faculty are utilised effectively and efficiently and mechanisms for promoting integration with other Faculties are exploited to the maximum benefit of the Faculty and the University
- ensure that the Faculty has plans for upgrading of equipment and physical facilities.