



جامعة الأمير محمد بن فهد الأهلية

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Dean of College of Engineering

Job Description

A - Position Purpose:

- The Dean of the College of Engineering provides leadership and vision to the College's administration, academic programs, curriculum development, and faculty and staff development. By so doing, he contributes to the University's overall planning and development.
- The Dean provides leadership and advocacy for strategic and budgetary planning; faculty and staff recruitment, development, and evaluation; excellence in teaching, creative activity, research, and scholarship; university and community relations; curricular and fiscal management; enrollment and marketing planning; student recruitment and retention; program review; and accreditation.
- The Dean is also responsible for keeping the appropriate records for program assessment and for ensuring that the college follows relevant accreditation standards.

B - Duties and Responsibilities:

- Takes responsibility for leading the College with vision, creativity and excellence.
- Provides collaborative and collegial leadership for the College
- Designs and implements the academic plan as it relates to the College of Engineering.
- Develops, implements, promotes, and evaluates curriculum.
- Supervises the management, development, and evaluation of curriculum for the College.
- With the help of the department chairs, recruits, supervises, and evaluates full-time and adjunct department faculty and support staff.
- Promotes and fosters professional development activities related to academic leadership, classroom instruction, instructional technology, and support staff development.
- Develops and implements budget and planning documents.
- Works with department chairs to coordinates student program activities.

- Ensures the vitality, currency, and academic excellence of the College's programs.
- Collaborates with the Vice Rector for Academic Affairs, other Deans and PMU administrative officers to achieve the objectives of the University.
- Oversees the overall assessment program and for ensuring that relevant accreditation standards are followed and maintained.

C – Qualifications / Professional Experience:

- The candidate should have an earned Doctorate in Engineering from an accredited university.
- The candidate should have a record of outstanding achievement in higher education and scholarship.
- The candidate should have University teaching experience complemented by an appropriate scholarly record.
- The candidate should have advanced interpersonal verbal and written communications skills and the ability to articulate and advocate for the needs of the College
- The candidate should have experience in strategic planning, academic program development, fiscal and academic planning, resource management, program development and problem solving in similar organizations.
- The candidate should have administrative experience that includes academic planning, program review, strategic planning, program development, budgeting, and fiscal/personnel management.
- **Industrial experience** is considered as an added bonus.
- The candidate should have the ability to speak and write fluently in English.
- Candidate's **previous experience in the Middle East** in general **and GCC countries** in particular is also an added bonus.