

معيار القيادة والحوكمة

(١/٨/٢)

التوصيف الوظيفي للجهاز الأكاديمي



جامعة هليوبوليس
Heliopolis University

وحدة ضمان الجودة

كلية الهندسة
جامعة هليوبوليس



جامعة هليوبوليس
Heliopolis University

دليل التوصيف الوظيفي للجهاز الأكاديمي بكلية الهندسة

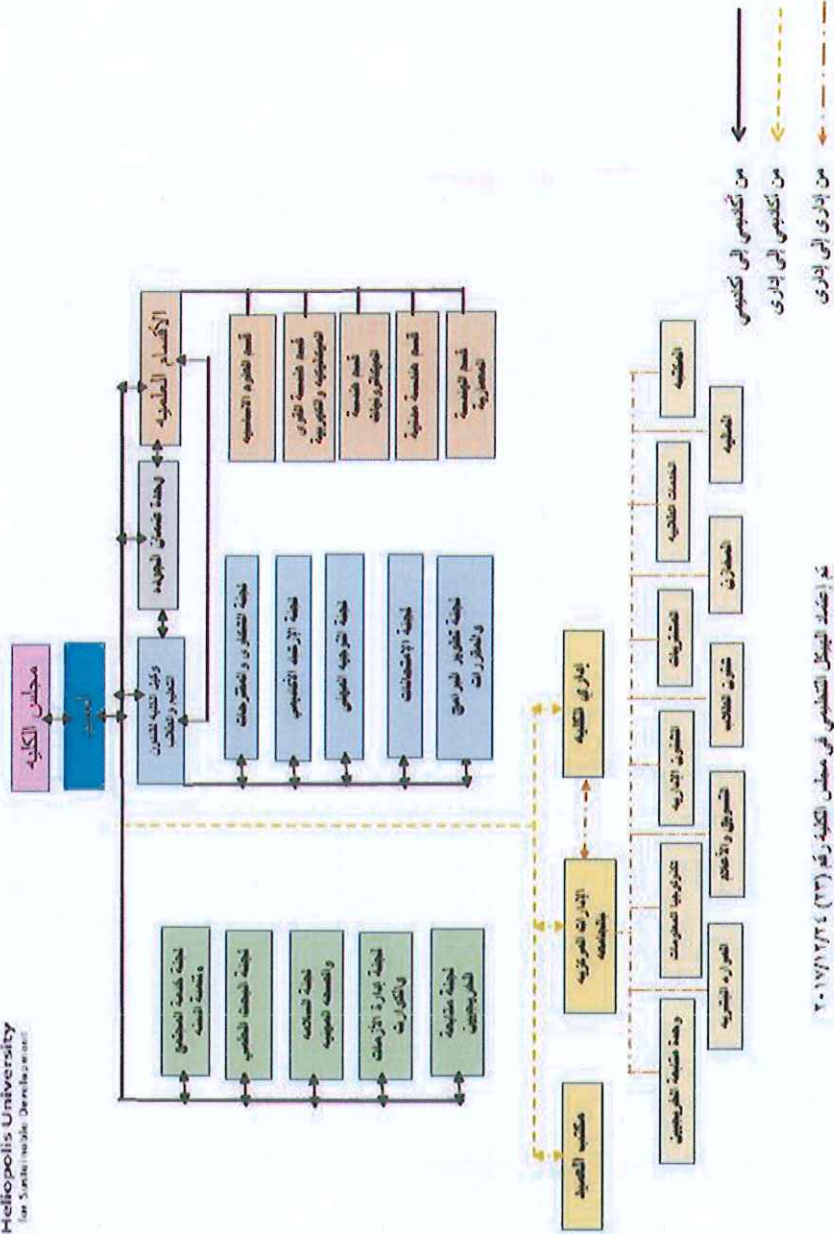


*Job Description
Manual for Academic
Staff*

Faculty of Engineering



الهيكل التنظيمي لكلية الهندسة



تم إعداد الهيكل التنظيمي في مجلس الكلية رقم (٣٣) ٢٠١٧/٢٢٤

Academic Staff Job Description

Job Description

Job Title: Dean

Faculty: Engineering Reporting to:

Heliopolis University President

General Description:

The Dean is the executive head of the faculty and the academic leader responsible for pursuing the strategic goals and framework of the faculty that are compatible with the university's vision and mission, positioning the faculty within the national education policy. The dean serves as the chair of the academic planning and policy committee.

Create and maintain a safe, healthy, and supportive academic environment, synthesizes the intellectual, physical, social, emotional, and spiritual development of the faculty's students in a holistic way.

Duties and Responsibilities:

- Leads the development of the faculty's strategic aims and objectives, and related policies, within the context of the University's vision and mission.
- Supervise all programs offered by the Faculty, including all aspects of curricula development, evaluation of existing programs and modules, as well as development of new programs.
- Review and publish updated bylaws of the Faculty to meet international and accredited standards.
- Accept or exclude students applying in the faculty in coordination with the Office of Admissions and Registration, in accordance with the university's policy.
- Initiate and promote ethically accountable research of quality and increasing research output.
- Liaise and maintain records of faculty council meetings in context to meeting hours, schedule and outputs.
- Commits to apply all quality assurance requirements as per accreditation standards.
- Teach at least one course appropriate to his/her specialization and experience.
- Monitor and evaluates the performance of the academic staff and ensure the fulfillment of the service conditions and work agreements of all staff within the faculty.

- Maintain appropriate administrative organization and sharing governance with staff where appropriate.
- Supervise student-advisory faculty program.
- Manage and approve the Faculty's annual budget.
- Provide leadership in the academic program of the faculty, including the maintenance of high quality teaching and student advisement activities.
- Advices and counsel department heads on all matters pertaining to their responsibilities.
- Select and appoint full-time and part-time faculty members.
- Supervise and approve of the scientific research portfolio, pursuit of the current research focus areas and community activities.
- Takes the overall responsibility of health and safety of the Faculty.
- Delegate authority as appropriate closely to the president.
- The dean works closely to the president.
- Being a member in the University council.
- Responds to different tasks assigned by the university president or council.

Minimum Qualifications:

- Should be a Professor in the major field
- Has minimum of ten years' experience of teaching in a leading University or (five years' senior management experience)
- Has a past record of regular publications in high impact research journals
- Has a National/international profile of leadership in research and academic fields

Skills and Attributes:

- Ambition to achieve the highest standards in quality of taught programmes and innovation in all aspects of learning and teaching
- Excellent interpersonal, communication and presentation skills in multi-culture environment
- Excellent fluency in English
- Scientifically creative
- Excellence, confidence and leadership skills

Job Description

Job Title: Vice Dean

Faculty: Engineering

Reporting to: Dean

General Description:

The vice-Dean is a senior academic staff member who will work as a leader closely with the Dean, to perform and develop the agreed upon policy in the following areas:

- Learning and teaching and students culture, social and sports activities
- Community services, enterprise and environmental development
- Postgraduate studies and research.

Duties and Responsibilities:

- Works collaboratively with the Dean in managing the affairs of the Faculty
- Deputies for the Dean when she/he is not available or is delegated to do so
- Be responsible for the successful introduction of all programme modifications and improvements in co-ordination with the HoD and learning & teaching coordinators and officers
- Assists the Dean in disseminating regulation and explaining to the staff any modification in the university's bylaws
- Assists the Dean in ensuring the adoption of HU academic standards and quality assurance practices in learning and teaching throughout the faculty
- Reviews the files of transfer students and sign them before submission to students affairs office
- Monitors the examinations process including preparation of the examinations and invigilation timetables and supervising the examination officers including copying, receipt and storage of examination papers
- Teaches at least one course per semester appropriate to his/her training & experiences
- Solves student issues and problems within HU regulations in Co-ordination with the Dean

- Strong organizational and time management skills
- Ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands
- The ability to delegate
- Competence in ICT skills
- The ability to work effectively as a representative for the University at the national and international level.

- Coordinates for the students-staff relationships with industry, the local community and international agencies and organizations
- Pursues his/her own research and maintain a supportive and equitable environment for academic and research staff, organizing high quality mentoring for postgraduate research
- Undertakes other duties as reasonably that may be required by the Dean.

Minimum Qualifications:

- Should be a Professor in the major field.
- Has minimum of ten years' experience of teaching in a leading University or (five years' senior management experience
- Has a past record of regular publications in high impact research journals
- Has a National/international profile of leadership in research and academic fields

Skills and Attributes:

- Ambition to achieve the highest standards in quality of taught programmes and innovation in all aspects of learning and teaching
- Excellent interpersonal, communication and presentation skills in multi-culture environment
- Excellence, confidence and leadership skills
- Strong organizational and time management skills
- Ability to manage a number of complex initiatives and relationships simultaneously, often with competing demands
- The ability to delegate
- Competence in ICT skills
- Scientifically creative

Job Description

Job Title: Head of Department

Faculty: Engineering

Reporting to: Dean

Department: All

General Description:

The position holder is responsible for departmental academic matters, thus facilitating the educational process through professional coordination of the courses between the academic and the students. Promotes the research and teaching activities of the department.

Duties and Responsibilities:

- Organizes the courses and lectures to be offered by the department
- Reviews curricula and description of courses offered by the department
- Reviews the performance of the academics within the department
- Review and update the bylaws of the department to meet international development and national accreditation standards
- Follow up on the department's progress for quality assurance process
- Prepares departmental reports and budget breakdown
- Supervises and evaluates the work and performance of each member in the department
- Directs an effective student-advisory program for majors of the department
- Responds to students and academic staff complaints
- Develops program plans
- Coordinates activities, and maintaining high quality performance in teaching, training, practice and research
- Recommends full-time and part-time faculty members to the department
- Recommends the appropriate purchases and maintenance of equipment for the department
- Represents the department in acquiring suitable and adequate offices, classrooms, and other space facilities
- Recommends approval of the scientific research and community activities

- Leads research in the field of the department
- Participates in the faculty's community services
- Organizes events and conferences related to the field of study of the department
- Conveys to the dean pertinent recommendations of the department, including those concerned with course offerings and requirements for departmental majors, and maintain current copies of departmental course syllabus
- Recommends to the dean appointments, promotions, tenure, changes in salary, leaves of absence, dismissals, or other matters affecting personnel of the department
- Performs such other duties as may be assigned by the Dean of the faculty

Minimum Qualifications:

- Holds a PhD degree in in the area of specialization of the department
- Preferably being a Professor or associate Professor in the area of specialization
- Has a minimum of ten years teaching experience
- Has a minimum of two years senior management experience

Skills and Attributes:

- Excellent communication skills
- Excellence, confidence, presentation and leadership skills
- Excellent in English
- Competence in ICT skills
- Scientifically creative
- Self-motivated

Job Description

Job Title: Academic staff member

Faculty: Engineering

Reporting to: Head of Department

Department: All

General Description:

Based in the Department of specialization, the post holder will contribute to the intellectual and educational life of the Faculty by conducting high quality research and teaching undergraduate students as appropriate. The post holder will also participate in the Faculty and wider Department activities.

Duties and Responsibilities:

- Delivers lectures, seminars and tutorials
- Design, prepare and develop teaching materials
- Prepares syllabus, overheads, handouts, or review materials as appropriate
- Prepares specification, report and course file
- Prepares practical curriculum and supervise the labs
- Offer office hours to students
- Attends staff meetings and department seminars
- Writes research proposals, papers and other publications
- Place course materials on library reserve
- Reviews and suggest textbooks for his/her given course
- Prepares, corrects and marks students' quizzes, assignments, midterm and final exams
- Evaluates students' performance.
- Develops and implement new methods of teaching to reflect changes in the field.
- Supports students through a pastoral/advisory role
- Contributes to the Faculty's research profile
- Supervises students' research activities;
- Supervises Master and PhD students if any
- Participates in staff training activities

- Supervises students' admissions and induction processes
- Represents the faculty at professional conferences and seminars, and contributing to these as necessary
- Establishes collaborative links outside the university with industrial, commercial and public organizations.
- Participates in the faculty's community services.
- Supervise students internship and assess their reports
- Respond effectively in faculty's quality accreditation requirements

Minimum Qualifications:

- Holds PhD in relevant academic references in related areas from a reputable university
- Preferably to have a minimum of three years of practical experience and teaching experience
- Has a proven record of ability to conduct high quality research which is reflected in the authorship of high quality publications, or other research outputs in the specializing area
- Has evidence of ability to teach and supervise academic work by undergraduate and postgraduate students

Skills and Attributes:

- Excellent interpersonal, oral and written communication skills.
- Excellent presentation skills
- Excellent level of English (preferable languages school graduates)
- Self-motivated.
- Leadership and motivational ability
- Excellent research background
- Analytical skills

Job Description

Job Title: Teaching Assistant /Assistant Lecturer Faculty: Engineering

Reporting to: Head of Department Department: all

General Description:

The one holding the position is responsible for delivering the practical part in the laboratory to apply on professor's lectures (tutorials), assuring a smooth understanding of the materials covered, thus facilitating the educational process with the students through a professional coordination of the course between the professor and the students.

Duties and Responsibilities:

- Assists faculty members with classroom instructions, exams, record keeping, and other miscellaneous projects
- Assists in specification, report and course file preparation
- Tutors students to facilitate understanding of the topic covered
- Collects assignments and project papers
- Takes regularly the attendance and enters them on the system for record keeping
- Assists in marking and correcting students' course work according to the professor's instructions
- Helps students in doing activities related to the course
- Coordinates the arrangements of students in teams to work on the assigned projects
- Supports the students in their projects by providing them with the needed advice
- Advises and direct the students academically to best decide on the academic choices each and every semester
- Assists in the proctoring during the exams as per faculty needs coordinated through exam schedule
- Coordinates with the internship office the progress of the students to direct them to the appropriate internships.
- Accomplish his/her master/PhD degree

Minimum Qualifications:

- Holds a bachelor's degree in Engineering with a minimum CGPA of 3.0/4.0
- Fresh graduate or preferably has a 1 year experience in teaching career
- Preferably registered in Master's Program.
- Confident and good presentation skills
- Excellent level of English

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