



Dean, Social and Educational Studies
University of The Bahamas, Commonwealth of The Bahamas

Date Posted	March 2021
Type	Three-year contract with an option to renew
Salary	Negotiable
Employment Type	Full-time

Dean, Social and Educational Studies

University of The Bahamas invites applications and nominations for the position of Dean, Social and Educational Studies, who is able to advance the mission of the institution to ‘support and drive national development through teaching, research and innovation, and service.’ UB seeks an experienced, dynamic, collaborative and forward-thinking leader who will provide vision and strategic direction for the Schools of Education and Social Studies and act as an advocate for the University system and beyond.

The ideal candidate will embrace and encourage emerging initiatives in the College and will be invested in shared governance and student success; have a commitment to stewarding and expanding fundraising efforts and to building, supporting, and retaining outstanding faculty, staff, and students. We also look for an individual who is dedicated to diversity, respects the uniqueness of each discipline, appreciates a wide range of perspectives and expertise, and will develop new opportunities for programmes to contribute to research and teaching to the rapidly evolving world of higher education. Candidates must also be skilled in using data analytics to provide evidence-based decision making and evidence of the ability to manage fiscal resources to maximise the benefit to students, faculty, and the community.

DUTIES AND RESPONSIBILITIES: Reporting to the Vice President Academic Affairs, the **Dean, Social and Educational Studies** shall:

- Facilitate the delivery of academic programmes, including the development of new programmes and the systematic review, assessment and evaluation of existing ones;
- Lead and encourage efforts toward proposal/grant writing;
- Engage, actively in fundraising in collaboration with the Advancement Office;
- Provide leadership and management of the Faculty Board and approve programmes, courses and general proposals for submission to Academic Senate and other Boards as necessary;

- Manage the academic, operational, physical, fiscal and human resources of Social and Educational Studies;
- Advance the quality of undergraduate and graduate instruction, supporting and sustaining faculty research activities and promoting the continued development of Social and Educational Studies;
- Spearhead the recruitment, hiring, orientation and retention of appropriately qualified faculty;
- Ensure faculty assessment and evaluation in accordance with University policies and procedures and recommend annual increments upon satisfactory performance of duties and responsibilities;
- Monitor full-time and part-time faculty workloads, duties and responsibilities;
- Recruit and retain talented students; monitor student enrolment; facilitate the timely completion of degree requirements; monitor and advise students on academic probation and suspension;
- Communicate the vision and goals of the Schools to community and professional constituencies;
- Facilitate the resolution of disagreements or conflict between faculty and students and provide advice and support for disciplinary process/action when required.
- Contribute to academic policy review and development;
- Represent Social and Educational Studies, and by extension Schools in Social and Educational Studies, to students, parents, professional organizations, other colleges and universities, business and industry and other relevant constituencies;
- Maintain and expand links with government ministries, boards and agencies and other relevant constituencies;
- Represent the University on national and international committees;
- Advance and support alumni relations and development initiatives;
- Prepare annual reports and other reports, plans and analyses as necessary;
- Serve on the Academic Affairs Leadership Team to assist with the overall strategic and operational planning, quality assurance, resource allocation, etc;
- Perform other duties as assigned to support the academic affairs of the University.

QUALIFICATIONS: The candidate must demonstrate that s/he:

- Has prior academic administrative experience including curriculum development, faculty recruitment and development, business collaboration, community engagement, and budget management;
- Has an earned doctorate or terminal degree, in one of the areas taught in Education or Social Sciences from an accredited university;
- Is highly developed and has effective communication and interpersonal skills, as well as experience in building collaborations at multiple levels and with diverse constituencies.

Setting. The University of The Bahamas (UB) is a vital catalyst for national development. Chartered on 10th November 2016, UB had its genesis in The College of The Bahamas which was established in 1974. Since 1995, the institution's academic offerings have expanded through the

introduction of baccalaureate degree programmes offered across a broad range of approximately 60 majors. Master's degree programmes have included an MBA and an MSc in Reading and Inclusive Education as well as graduate degree programmes offered in collaboration with various US universities. UB operates from the Oakes Field Campus and the Grosvenor Close Centre in New Providence; UB-North in Grand Bahama; and the Gerace Research Facility in San Salvador. Additional sites are planned for throughout the archipelago.

Application. Application materials should include:

1. A cover letter describing how the applicant's professional qualifications and experience relate to the responsibilities of the position;
2. Copies of academic qualifications;
3. Copies of transcripts of all undergraduate and graduate degree programmes completed;
4. A current and complete curriculum vitae;
5. Copy of relevant pages of a valid passport showing photo ID, passport number and expiration date;
6. Three letters of reference;
7. Completed UB Application for Employment Form found at this link:
<http://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf>.

To Apply: Apply electronically at facultyapply@ub.edu.bs noting the position – *Dean, Faculty Social & Educational Studies*-- in the subject field. Only electronic submissions will be accepted. Attach the following in one e-file/document with your electronic submission: cover letter; academic qualifications; transcripts; curriculum vitae; copy of relevant pages of valid passport; three letters of reference; and a completed UB Application for Employment form. Additional materials will be required of shortlisted candidates. For additional information or informal inquiries, contact vpaa@ub.edu.bs.