



JOB TITLE:	Dean, College of Tourism, Hospitality, Culinary Arts & Leisure Management
TYPE OF VACANCY:	MANAGEMENT
DEPARTMENT:	Academic Affairs Office
POSITION SUMMARY:	
<p>University of The Bahamas invites applications and nominations for the position of Dean, College of Tourism, Hospitality, Culinary Arts & Leisure Management, 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 School and act as an advocate for the University system and beyond.</p> <p>While interacting with stakeholders, the individual should have the ability to maintain a high level of professionalism and confidentiality as well as remain adaptable, proactive, resourceful and efficient is crucial to this role. In addition, the successful candidate will have exceptional organizational skills, be able to multitask, exercise sound judgment and manage time-sensitive and confidential matters.</p>	
<p>Reporting to the Vice President Academic Affairs, the Dean, College of Tourism, Hospitality, Culinary Arts & Leisure Management will be responsible for:</p> <ul style="list-style-type: none"> • Facilitating the delivery of academic programmes, including the development of new programmes and the systematic review, assessment and evaluation of existing ones; • Providing leadership and management of the College Board and approve programmes, courses and general proposals for submission to Academic Senate and other Boards as necessary; • Establishing planning committees to ensure the goals and objectives of the strategic plan, education strategy and research strategy are met; • Managing the academic, operational, physical, fiscal, and human resources of the College of Tourism, Hospitality, Culinary Arts & Leisure Management, • Coordinating efforts for SACSCOC accreditation; • Advancing the quality of undergraduate and graduate instruction, supporting and sustaining faculty research activities, and promoting the continued development of the College of Tourism, Hospitality, Culinary Arts & Leisure Management; • Spearheading the recruitment, hire, orientation and retention of appropriately qualified faculty; • Ensuring faculty assessment and evaluation in accordance with University policies and procedures and recommend annual increments upon satisfactory performance of duties and responsibilities; • Monitoring full-time and part-time faculty workloads, duties and responsibilities 	

- Recruiting and retention of talented students; monitor student enrollment; facilitate the timely completion of degree requirements; monitor and advise students on academic probation and suspension;
- Facilitating the resolution of disagreements or conflict between faculty and students and provide advice and support for disciplinary process/action when required, including serving as a member or Chair of the Student Disciplinary Board;
- Contributing to academic policy review and development;
- Representing the College of Tourism, Hospitality, Culinary Arts & Leisure Management, and by extension academic units in the Faculty, to students, parents, professional organizations, other colleges and universities, business and industry and other relevant constituencies;
- Maintaining and expanding links with government ministries, boards and agencies, with artistic and cultural groups and other relevant constituencies;
- Representing the University on national and international committees;
- Advancing and support of alumni relations and development initiatives;
- Preparing annual reports and other reports, plans and analyses as necessary;
- Serving on the Academic Affairs Leadership Team to assist with overall strategic and operational planning, quality assurance, resource allocation, etc.; and
- Perform other duties as assigned to support the academic affairs of the University.

KNOWLEDGE, SKILLS & ABILITIES:

- Strong analytical skills with a sound knowledge of data systems;
- Excellent organizational skills and keen attention to detail with high level of attention to accuracy and completeness;
- Ability to interact with individuals at all levels of the organization, including senior executives, mid-managers, faculty, colleagues and students in a warm and professional manner;
- Excellent team player and problem solver; self-starter;
- Outstanding written and oral communication skills;
- Demonstrated discretion and judgment when dealing with confidential and sensitive information;
- Proven office administration and customer service skills required;
- The ideal candidate has an understanding of diplomacy, confidentiality and has high effective emotional intelligence, demonstrated agility, enthusiasm for administrative work and willingness to go the extra mile.

QUALIFICATIONS:

- Earned terminal degree from an accredited university;
- Higher education administrative and programme development experience;
- History of leadership in academic administration that exhibits progressively increasing responsibility, a record of success in building academic programmes and support services, and demonstrated prudent management of financial resources;
- Experience building partnerships with external constituencies, including community colleges and corporate partners;
- Experience engaging faculty in building support for non-traditional programmes;
- Outstanding communication skills, with ability to communicate with both internal and external constituencies;

- Thorough understanding of trends in adult and non-traditional higher education;
- Experience developing market research and marketing for non-traditional students; and
- Extensive experience serving nontraditional students in a higher education setting.

SUBMISSION OF MATERIALS:

- Materials should be submitted electronically, attention Office of Academic Affairs, University of The Bahamas via e-mail at facultyapply@ub.edu.bs by 30th November 2021;
- Send all documents together, including:
 - (a) Cover letter describing the candidate’s suitability for the position;
 - (b) Copies of academic qualifications;
 - (c) Up-to-date transcripts;
 - (d) Up-to-date curriculum vitae, including details of experience;
 - (e) Three name of references; and
 - (f) a completed [UB Staff Application Form](#).

Please note the position in the subject field of the email.

Hard copy submissions will not be accepted.

SALARY SCALE:

TBD

REPORTS TO:

Vice President, Academic Affairs

APPLICATION END DATE:

30th November 2021

DATE PUBLISHED:

16th November 2021

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position

To inquire about this position please direct emails to ypaa@ub.edu.bs