

JOB TITLE:	Dean, College of Tourism, Hospitality, Culinary Arts & Leisure Management
TYPE OF VACANCY:	MANAGEMENT
DEPARTMENT:	Academic Affairs
<p>POSITION SUMMARY:</p> <p>University of The Bahamas invites applications and nominations for the position of Dean, College of Tourism, Hospitality, Culinary Arts & Leisure Management. The successful candidate must possess qualities needed to advance the institution's mission 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 College and act as an advocate for the University system, locally and beyond.</p> <p>While interacting with stakeholders, the individual should have the ability to maintain a high level of professionalism and confidentiality; the ability to remain adaptable, proactive, resourceful and efficient is also crucial to this role. In addition, the successful candidate will have exceptional organisational skills, demonstrated through the ability 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 the following:</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 for and management of the College Board, including the approval of 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, as well as recommending annual increments upon satisfactory performance of duties and responsibilities; • Monitoring full-time and part-time faculty workloads, duties and responsibilities; 	

- Recruiting and improving the retention of talented students: specifically, monitoring student enrolment; facilitating the timely completion of degree requirements; and monitoring and advising students on academic probation and suspension;
- Facilitating the resolution of disagreements or conflict between faculty and students and providing advice and support for any required disciplinary process/action, 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 within the College, to key stakeholders and relevant constituencies, including students, parents, professional organisations, other colleges and universities, and business and industry entities, among others;
- Maintaining and expanding links with government ministries, boards and agencies, as well as with artistic and cultural groups and other relevant constituencies;
- Representing the University on national and international committees;
- Advancing and the 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
- Performing 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 organisational skills with keen attention to detail and a high level of attention to accuracy and completeness;
- Ability to interact with individuals at all levels of the organisation, 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 handling confidential and sensitive information;
- Proven office administration and customer service skills;

Overall, the ideal candidate has an understanding of diplomacy and confidentiality; possesses a high level of emotional intelligence and a demonstrated agility, and enthusiasm for, administrative work; and exhibits a 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 nontraditional programmes;
- Outstanding communication skills, with the ability to communicate with both internal and external constituencies;
- Thorough understanding of trends in adult and nontraditional higher education;
- Experience developing market research and marketing for nontraditional students; and
- Extensive experience serving nontraditional students in a higher education setting.

EMAIL SUBMISSION:

Interested candidates should send the following via email:

- A Cover letter of interest (highlighting work experience and accomplishments relevant to the position;
- Up-to-date curriculum vitae/resume
- Copies of academic qualifications/transcripts
- Three (3) names of or three (3) written professional references
- Evidence of educational accomplishments
- A completed [UB Staff Application Form](#).

Incomplete application packages will not be considered

Emailing Address:

Email: facultyapply@ub.edu.bs

Attention: Vice President, Academic Affairs

Subject: **Dean, College of Tourism, Hospitality, Culinary Arts &**

Leisure Management

SALARY SCALE:

TBD

REPORTS TO:

Vice President, Academic Affairs

APPLICATION END DATE:

26th April 2023

DATE PUBLISHED:

12th April 2023

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 vpaa@ub.edu.bs