



Dean, Liberal and Fine Arts
University of The Bahamas, Commonwealth of The Bahamas

Date Posted	April 2025
Employment Type	Contractual
Salary	TBD

Dean, Liberal and Fine Arts

The Dean, Liberal and Fine Arts, assumes a pivotal leadership role, reporting directly to the Provost and Vice President Academic Affairs. This position involves significant responsibilities, including oversight of academic programmes, promotion of faculty research, resource management, active contribution to the strategic vision of the School of English Studies, the School of Communication and Creative Arts, and UB Open Learning, and ensuring accreditation standards.

DUTIES AND RESPONSIBILITIES:

Reporting to the Provost and Vice President, Academic Affairs, the Dean, Liberal and Fine Arts shall:

Academic Leadership:

- Serves as the leader for the College of Liberal and Fine Arts, overseeing the School of English Studies, the School of Communication and Creative Arts, and UB Open Learning;
- Supervises and facilitates the delivery of academic programmes within the College of Liberal and Fine Arts, including the development of new programmes and systematic review, assessment, and evaluation of existing ones;
- Provides strategic leadership for undergraduate and graduate instruction within the College of Liberal and Fine Arts;
- Leads and encourages efforts toward proposal/grant writing;
- Collaborates with AVPs within Academic Affairs, University Librarian, Deans, and other administrators to align activities with the overall university strategic plan.

Fundraising and Community Engagement:

- Serves as the leader for the College of Liberal and Fine Arts, overseeing the School of English Studies, the School of Communication and Creative Arts, and UB Open Learning;
- Actively engages in fundraising activities in collaboration with the Advancement Office;
- Communicates the vision and goals of the College to community and professional constituencies;
- Maintains and expands links with government ministries, boards, agencies, and other relevant constituencies.

Management and Development:

- Provides leadership and management of the School of English Studies, the School of Communication and Creative Arts, and UB Open Learning, approving programmes, courses, and general proposals for submission to Academic Senate and other Boards;
- Spearheads the recruitment, hiring, orientation, and retention of qualified faculty;
- Recommends to the Provost/VPAA the hiring of regular full-time and adjunct faculty;
- Ensures faculty assessment and evaluation in accordance with University policies, recommending annual increments upon satisfactory performance;
- Monitors full-time and part-time faculty workloads, duties, and responsibilities;
- Chairs the Programme Advisory Committee, reporting to the Provost/VPAA on advice given in areas such as experiential learning, employment prospects, student awards, community engagement, curriculum relevance, technology trends, and programme quality assurance.

Policy Development and Representation:

- Contributes to academic policy review and development;
- Represents the College of Liberal and Fine Arts at various levels, including students, parents, professional organizations, other colleges and universities, business and industry, and other relevant constituencies;
- Represents the University on national and international committees.

Accreditation:

- Ensures the College of Liberal and Fine Arts meets and maintains the standards required to satisfy national and international accreditation procedures.

Budget Management:

- Develops and manages budgets related to the College of Liberal and Fine Arts.

Alumni Relations and Reporting:

- Advances and supports alumni relations and development initiatives;
- Prepares annual reports and other necessary documents.

Academic Affairs Leadership Team:

- Serves on the Academic Affairs Leadership Team, contributing to overall strategic and operational planning, quality assurance, resource allocation, etc;
- Performs duties as assigned to support academic affairs.

The Dean, Liberal and Fine Arts, is integral to the academic success and strategic growth of the College, fostering a collaborative and forward-thinking academic environment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong analytical skills with as sound knowledge of data systems;
- Excellent organizational 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 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 judgement when handling confidential and sensitive information;
- Proven office administration and customer service skills;
- Outstanding achievements in teaching, research/scholarship and service;
- Substantial, progressive responsibility, leadership and experience in higher education;
- A strong focus on student success, including the capacity to develop strategies that increase student retention and time to graduation rates;
- A clear understanding of issues in higher education
- Personal integrity and high ethical standards;
- Strong interpersonal skills and the capacity to negotiate change;
- Collaborative approach to governance.

QUALIFICATIONS

- Earned terminal degree from an accredited university in a discipline in the liberal or fine arts;
- Higher education administrative and programme development experience;
- Professional experiences and credentials appropriate to the rank of Associate or Full Professor;
- History of leadership in academic administration that exhibits progressively increasing responsibility;
- A record of success in building academic programmes and support services;
- Demonstrated prudent management of financial resources;
- Highly developed and effective communication and interpersonal skills;
- Experience in building collaborations at multiple levels and with diverse constituencies.

Setting. 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 academic philosophy and vision, research and publications;
2. A current and complete curriculum vitae or resume;
3. Sample course syllabus;
4. Official copy of all academic records;
5. Representative sample of research, publication or creative work;
6. At least one letter of recommendation;
7. Completed UB Application for Employment Form found at this link: <https://www.ub.edu.bs/wp-content/uploads/2017/01/Application-for-Employment-Staff.pdf> Note the position in the subject field of the email.

To Apply: Apply electronically by uploading your application and supporting documentation at <https://ubhrapply.info/PeopleFirst> Only electronic submissions will be accepted. Additional materials will be required of shortlisted candidates.