

សាកលវិទ្យាល័យកម្ពុជា
The University of Cambodia

Job Description (JD)

Title: Associate Dean for School
Office: School of Business (SB)
Report Line: Dean, School of Business (SB)
Level: 8

The Associate Dean for College/School shall teach and be responsible for managing students, faculty, programs, textbooks, course syllabi, and collaborations between the college/school and the university. S/he is responsible for course offerings, registering students, and faculty and program development. S/he needs to support the Dean to reach target enrollment goals, enhancing research, and developing guidelines for the college.

A. RESPONSIBILITIES:

i. Student-related

- **Academic Advising:** All ADs are required to serve as an academic advisor to all students in their respective college. They are expected to provide regular academic counseling to students on a need basis.
- **Maintenance of Student Records:** All ADs are required to ensure that they maintain adequate, accurate records of the students in their college. They are required to input data for their student's course registrations at the start of each term into the university's database and to up-date it as necessary with regard to students who change their major or college.
- **Monitoring Student Performance:** All ADs are required to keep track of their students so that, for example, they can plan to offer the appropriate courses for those who are approaching graduation; and they can identify those who are often absent or are having difficulties.
- **Caring for Our Students:** UC cares greatly for its students and aims to ensure that all of its students are taken care of during their period of study with here. Thus, apart from providing academic advice, ADs are expected to play a, "pseudo-parental", role in overseeing their students. They should encourage students to attend classes regularly and value their studies; and thus attend to students who do not show up for classes, who fall behind or fail classes, and who have other problems with their studies. ADs should lend a sympathetic ear, and counsel the students to try and help them overcome any personal problems.

- **Professional Relationships with Students:** On the other hand, ADs should make sure that they do not become too personally involved with their students – for example, if a student cannot afford the fees, the ADs should seek an outside sponsor, rather than personally offering to pay the student's fees. Apart from anything else, too much personal involvement exposes the AD to criticism and accusations of personal preferences from other students.

ii. Academic Programmes

- **Course Offerings:** All ADs are required to propose and recommend courses to be offered each term, based on their knowledge of their students' requirements (with priority being given to students who are close to graduation) and in close collaboration with the other ADs, the respective Deans, the Director of the Office for Student Academic Affairs and the Vice President for Academic Affairs. The final decision on courses to be offered will rest entirely with the University President.
- **Course Content:** ADs should identify relevant text-books and other materials for the courses in their College, and prepare a syllabus for each of these; where a particular course is outside their field of expertise, they should ensure that suitably-experienced instructors are allotted to teach the course, and they should ensure that that instructor fulfills these same expectations in a timely fashion.
- **Examinations:** ADs are expected to vet the examination papers set by their instructors, and to monitor that these are marked correctly and the overall scores submitted on time. They must also monitor the running of examinations, to determine whether there are any problems or inconsistencies. They should collect the final exam grades from each instructor and review any outstanding issues regarding individual students or the overall class performance, before immediately passing these on to the Registrar's Office.
- **Curriculum Review:** All ADs are required to conduct regular review, update, and revision of the curricula of their respective colleges. In the process of revision of the curricula, all ADs are reminded to think in terms of an “interdisciplinary approach” and a “cost-benefit analysis.” At the same time, they are encouraged work closely with the Vice President, to ensure an effective, and attractive, programme for their students.

iii. Instructor-related

- **Class Observation and Faculty Evaluation:** All ADs are expected to objectively monitor the teaching performance of the part-time Faculty in their College: they should be aware of any complaints about their instructors (but also take care to separate real problems from the personal issues in following up on these) and their reliability and other issues related to job-performance. They should also participate in the organized objective evaluation of instructors in

their own and other Colleges, using mutually agreed guidelines. They should be diplomatic and constructive in providing feedback to their instructors.

- **Student Evaluations:** At the end of each term, after the exam results have been handed in, each AD should inform the instructors of their College about the results of the student evaluation exercise, and discuss these in the context of the results of peer and self-evaluation. Thereafter, a report on that instructor should be sent to, with a copy to the Vice-President of Academic Affairs.
- **Meeting with College Lecturers:** All ADs are required to convene regular meetings in their respective colleges; and should report on the outcome of these meetings to the University President. These meetings allow ADs to raise various issues with their lecturers, including ways to revise the existing curricula to try to improve our various programmes.
- **New Faculty:** As part of their efforts to improve the quality of education at UC, all ADs are expected to keep an eye open for potential new lecturers. They can recommend new faculty members for the recruitment committee's consideration, but they should beware of cronyism and make clear any personal conflicts of interest.

iv. Teaching, Research and Other Activities

- **Teaching:** All ADs are required to teach one or two courses per term, and substitute for other classes if a lecturer in their college is absent (so that they must monitor the week-to-week performance of each of their lecturers). Through teaching, the ADs will have a better understanding of students' needs and expectations: this is vital for the evaluating and revising of their College's curricula.
- **Research:** it is usual for universities to emphasise research as a way to encourage their faculty to stay up-to-date and retain a broad understanding of their field, so that they can better serve their students. Thus all ADs are expected to try to develop a research programme based on their past experience and the needs of their College and its students: for example, in the compilation of locally-relevant Case Studies as additional teaching material. In addition, all ADs should encourage the graduate students in their College to do research projects, to the mutual benefit of the University, the AD and the students.
- **Committees:** ADs are expected to serve on the Mini-Research Paper Committee, and may be required to serve on, or chair, Thesis and Comprehensive Examination Committees. They are also expected to serve on various other committees, including the Curriculum Development Committee and the Academic Quality Assurance Committee.

B. QUALIFICATIONS:

Must possess a Master's Degree in a related field of the college/school and have a minimum of 4 years working experience with an academic institution.

i. Knowledge

- Curriculum design and development
- Guideline development
- Research methodology
- Leadership

ii. Skills

- Strong personal and analytical skills
- Independently motivated with little need for instruction
- Works well independently as well as part of the team
- Time management and organizational skills
- Have good command of the English language
- Computer literacy
- Strong networking, communication skills
- Team building skills
- Critical thinking skills

iii. Personal Attributes

- Patient and Friendly
- Highly responsible
- Adherence to strict confidentiality standards
- Honest and trustworthy
- Respectful
- Flexible, highly motivated and creative
- Demonstrate sound work ethics

Report line

- This position is required to report directly to the Dean of the college/school. In the absence of the dean, report to the Vice-President for Academic Affairs, the Vice President for Operations, and/or the President.