



## Job Description – Dean, Faculty of X

The University of Prishtina, Kosovo's top public university, is committed to educating students, conducting research, publishing that research in top journals, and presenting to leading global conferences. UP Deans are responsible for managing faculties that are producing, measuring, and publishing results that demonstrate UP's advancement as an institution and their own faculty's commitment to constant quality improvement in teaching and research. Deans have executive responsibility for their faculty's management of resources, including fiscal, facilities and human. They are responsible to lead planning processes ensuring alignment of faculty plans for educational, research and other activities with the UP Strategic Plan.

As the chief executive officer of that academic unit, with broad responsibility for outcomes in teaching, research, student services, management, and budget, the Dean directly supports and contributes to the Rectorate's strategic vision. He/she collaborates with the Vice Rectors for Teaching, Research, International, Finance, and Quality Assurance, supporting their efforts to improve UP's performance and reputation. The Dean reports to the Rector of the university.

### **Leadership**

1. Cultivates a collegial, collaborative work and study environment that serves the common interests of students, professors, managerial and administrative staff.
2. Directs and coordinates the performance of all academic and non-academic staff in the faculty.
3. Demonstrates leadership characterized by transparency and professional integrity, thereby inspiring collaboration, innovation, and mutual respect among teaching and administrative staff and students.
4. Communicates professionally - in writing and orally – to ensure that all concerns, strategic and educational priorities, and other issues of all academic departments and administrative units of the Faculty are fully understood within the faculty and in the Rectorate.

5. Leading by example, the Dean facilitates productive and fair resolution of conflicts within the faculty.

## **Administration**

1. Is responsible for overseeing preparation of and administering the faculty's budget.
2. Supports all academic departments in the faculty and coordinate with the Vice Rector for Teaching to develop and implement strategic planning goals consistent with UP's strategic plan.
3. Supports and supervises all academic departments, ensuring they meet the goals of the faculty and UP's central administration for student enrollment, retention, and graduation
4. Participates in faculty evaluation decisions, in accordance with the statute of UP and Kosovo's Higher Education law.
5. Oversees and reviews all academic programs in the faculty.
6. Supports and oversees all academic departments, in collaboration with the Vice Rectors for Teaching and Quality assurance, to establish systems for course, program, and faculty assessment.
  - a. Ensure use of best practices for assessing student learning outcomes;
  - b. Coordinate teaching faculty to use the results of the assessment process for the improvement of programs in the school
7. Supports all academic departments and the Vice Rector for Teaching to develop new and revise existing academic programs in the faculty.
8. Works with the appropriate offices and staff to meet the needs of students and staff for technological resources for teaching and learning and for research and scholarship
9. Ensures that all academic departments are maintaining their accreditation and reaccreditation processes for appropriate agencies in Kosovo and internationally.

## **Vision**

1. Support and realize UP's commitment to its values and mission, fostering diversity and inclusion, supporting whole-person development, and promoting integrity and fairness in all matters.
2. Develop initiatives and academic programs that attract and retain Kosovo's best students and teaching staff;
3. Develop and communicate UP's Vision for teaching excellence, developing a reputation for leadership in pedagogy and scholarship.

4. Promote academic programs that maximize UP's contributions to Kosovo's economic development.

### **Representation**

1. Represents the interests of the staff, students, and academic programs of the faculty.
2. Represents the faculty in relevant governance venues and committees of the university.
3. Participates in community outreach and represents the school and university in national, regional, and state organizations


### **Scholarly/Scientific**

1. Supports and monitors efforts to bring in funding for teaching and pedagogical research.
2. Supports and seeks funding for the research and scholarly work of the faculty and students in the school

### **Desired characteristics**

- Intellectual curiosity across disciplines
- High integrity
- High energy
- Altruism
- Respect for colleagues
- Charisma and the ability to represent the best of UP
- Decisive

## Key Performance Indicators/Targets

 <small>UNIVERSITETI I PRISHTINËS</small>				
DEAN'S PERFORMANCE SCORECARD				
Criteria	Factors	Below Expectations	Meet's Expectations	Exceeds Expectations
Leadership	Communicates goals, objectives, workplans, & targets, and fully and clearly			
	Inspires students and staff			
	Builds/Supports innovative programs			
	Develops beneficial partnerships			
Financial Management	Leads an effective budget development process for the faculty			
	Ensures that critical resource needs are met.			
	Manages faculty budget and resources effectively			
	Develops programs to attract funding from external sources			
	Meets all GOK and UP reporting requirements			
Strategic Plan	Builds faculty strategy around UP's Strategic Plan (SP)			
	Understands, communicates, and works to achieve faculty's SP responsibilities			
	Meets all UP data-reporting requirements on time			
	Tracks faculty's progress and communicates that to staff			
	Holds staff accountable for meeting targets.			
Quality Assurance	Communicates Rectorate's Quality-Assurance Metrics to faculty			
	Develops additional Quality-Assurance Metrics with teaching and academic staff			
	Measures performance and <b>reports outcomes</b> internally and externally			
	Includes student and staff views in assesement of quality			
	Demonstrates improved faculty and individual performance			
	Ensures that <b>all academic staff use CourseSites</b> for course delivery			
	Develop, publish, and meet timelines for student enrollment and staff:student ratios.			
Research (targets for proposals and publications as agreed by Rectorate and Dean)	Works with academic staff to develop research plan and targets			
	Faculty submits a minimum of 10 research proposals to Horizon 2020			
	100% of faculty research proposals are submitted through UP's ZKPS			
	10% annual increase in faculty publications in leading journals			
	Each professor participates in at least one annual, relevant, int'l conference			
Representation	Faculty generates a minimum of one positive media story every two months.			
	Dean's representation of UP in media complies with UP's PR/Comms standards			
	All faculty communications comply with UP branding standards			
Staff Development	Every staff member has a clear, up-to-date job description with Key Performance Indicators			
	Faculty provides training opportunities for staff to develop skills to meet expectations			
	Every staff member receives oral and written semi-annual and annual review from supervisor.			
Accreditation	Dean assures accreditation and reaccreditation of programs			
	Faculty responds to accreditor's requirements fully and timely			
	Dean reports accreditation status internally and externally			