



JOB DESCRIPTION

JOB TITLE: Dean	DEPARTMENT: Academics
POSITION REPORTS TO: Vice President Academics	
POSITION IS REPORTED BY: HOD, Permanent Faculty, Program Managers, and other relevant staff	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Provides leadership for the overall academic management and growth of the faculty under his supervision. Also responsible for ensuring the quality of the delivery of education by the department/faculty.2. Coordinates, advise and liaise with the President, Vice President (Academics), and other relevant officials of the institution for teaching, research, extension, development and administrative matters.3. Responsible for curriculum development of department and its implementation ensuring that it is fully in line with the requirements of the HEC and other regulatory bodies. Also ensures that his/ her department(s) and programs in all the SZABIST campuses are following the approved curriculum.\4. Participates in the recruitment and professional career development of faculty.5. Takes lead in dealing with all matters related to accreditation of the programs in the faculty and HEC ranking.6. Provides guidance to the faculty (including Program Managers & HoD), students and staff members of his department in the efficient conduct of the teaching and research, as appropriate with guidance of VP – Academics.7. Supervises the conduct and discipline of the faculty and students of respective departments and ensures about the maintenance of ZABDESK, timely classes, exams, etc.8. Recommends faculty (including Program Managers and HoD), students and staff members of his department for training, fellowship, scholarships and other academic distinctions.9. Participates in and contributes to the relevant Governing Bodies of SZABIST as and when required.10. Teaches one (1) course in regular semesters. Also gets involved in research like supervision of ISs, Thesis, Dissertations, and SZABIST Publications.	