



# Associate Dean of Faculty Affairs

## POSITION OVERVIEW

<b>Location</b>	London
<b>Term</b>	Full-time; Permanent
<b>Salary</b>	Up to £70,000 per annum (depending on experience)
<b>Benefits</b>	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
<b>Start</b>	January 2022

## The role

Reporting to the Dean(s), the Associate Dean of Faculty Affairs is responsible for overseeing an academic career programme aligned to the College's mission and ensuring that the College is an inspirational, opportunity-filled, and supportive place for faculty to work.

Providing imaginative and collaborative direction and communications, the role holder will:

- Oversee and support the professional development and welfare of all members of faculty
- Oversee and articulate academic roles, structures, and processes appropriate to the College's mission as a world centre of education and research, with a special remit to foster cross-network integration and applied, impactful, research and learning
- Oversee and participate in hiring in collaboration with academic leadership and HR
- Oversee and participate in promotions and other career progression activities in collaboration with academic leadership and HR

## ASSOCIATE DEAN OF FACULTY AFFAIRS JOB DESCRIPTION

- Oversee and participate in training, performance management, and professional development opportunities for faculty across education, research, and service (in relation to public engagement, for example)
- Oversee mechanisms to ensure that the College's strategy and activities are informed by the full range of faculty voices
- Oversee, monitor, and enhance, the College's Academic Career Programme (from role descriptions to contracts to leave arrangements) in light of feedback, outcomes, cross-network priorities, and national and international policy
- Represent the College in constructive engagement with its UCU representatives
- Oversee and participate in the induction and mentoring of new faculty, including affiliate and visiting faculty
- Mentor and participate in annual reviews for faculty with line-management responsibilities
- Chair and participate in internal and external committees, working and advisory groups, and panels, as appropriate.
- Provide input to College budgeting and planning processes (in relation to academic staffing budgets and faculty social and work spaces, for example), to ensure effective and efficient use of resources in support of the College's mission
- Maintain positive, regular, communications with faculty in relation to their roles and careers at the College
- Participate in research / scholarship / teaching activities (envisaged 20%) commensurate with the role
- Participate in the management and development of the institution in line with (and informing) its mission, strategy, and policies
- Uphold and promote equality, diversity, and inclusion across all aspects of the role
- The role combines leadership with support
- The appointee will be expected to respond flexibly to changing circumstances as part of an academic leadership team, adapting the role to meet the needs of the College

We particularly encourage applications from those with an interest in innovative teaching, learning and assessment; those with experience of supporting a wide range of faculty; and those belonging to groups underrepresented in UK higher education. We are open to appointing on a reduced fraction/job-share basis subject to our business needs.

## About the College

Founded in 2012, with the aim of providing the highest quality of education in the humanities and social sciences, New College of the Humanities at Northeastern has established itself as a prestigious higher education institution based in the heart of London. We offer a unique and broad liberal arts-inspired curriculum with highly personalised teaching, with on-the-ground delivery, as well as a range of innovative online and work-related learning degrees. We have recently added new disciplines (e.g. data science, psychology) and the College is undergoing an exciting period of growth, having become part of Northeastern University's global network in early 2019.

A guiding reference point for the College is [Northeastern University's Academic Plan](#).

## Additional Information

### Enquiries

Informal enquiries may be made to Naomi Goulder ([naomi.goulder@nchlondon.ac.uk](mailto:naomi.goulder@nchlondon.ac.uk)). However, all applications must be made in accordance with the application process specified.

### Application Process

Applications should be made via [this link](#) by 20:00 on **21 December 2021**. Please reference your application "**ADFA1221**".

Please ensure that your application includes a CV and [dossier](#) (alternatively, an equivalent cover letter) that sets out concisely and in ways relevant to this role: (a) your achievements and challenges in the last 12-months, and in your career to-date, in education; (b) what your approach and priorities would be in performing the advertised role; (c) what your objectives are for your future career. You may use bullet points if you wish.

Participation in the equal opportunities section is encouraged, but voluntary. Applications are welcome from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. We can provide Tier 2/Skilled Worker Sponsorship for this role.

### Person Specification Criteria

- Experience with building a culture and structures for academic success and an environment in which learning and discovery are central

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- Leadership abilities to translate strategic goals into operational outcomes, particularly in relation to education, engagement, research, and impact across multiple disciplines
- Excellent team-working skills, emotional intelligence, and a track record of collegial and respectful working relationships with faculty and professional staff
- Experience of successfully coordinating a diverse team of faculty
- Excellent IT skills and readiness to become familiar with new platforms and programmes relevant to the role
- The ideal candidate will be a senior academic with strengths in the humanities or social sciences and experience with academic partnerships and cross-institutional and cross-disciplinary collaborations
- Comfortable with ambiguity and contexts of change (experience with contexts of institutional transition preferred)
- Collaborative; constructive; a strong communicator
- Flexible and pragmatic, but with an eye for detail
- Ready to take ownership and initiative