

Provost - Lancaster University Ghana

Company:

Transnational Academic Group

Location:

Ghana / Accra

Discipline:

Employment Type:

Permanent Full-time

Posted:

2019-11-07

Contact Person:

If you wish to apply for this position, please specify that you saw it on AKADEUS.

Provost - Lancaster University Ghana

Location: Accra, Ghana

Reports directly to: CEO

Directly supervises: Academic Heads of Departments, Academic Staff, Registrar, Librarian, Quality Assurance Manager and Students Affairs Manager

Job Summary

- The Provost is the Chief Academic Officer for TAG/LU Ghana, providing primary administrative leadership, direction, and evaluation on all academic activities and faculty affairs.
- The Provost works with Academic Heads of Departments, faculty within the following departments: Business Studies, Computer Science, Law, Politics, Philosophy & Religions Departments, Foundation Programme; and other Professional departments including Registry, Library, Students Affairs and Quality Assurance to ensure the delivery of high quality academic programmes and learning experiences for our students.
- Has overall responsibility for making sure that TAG/LUG academic staff and programmes are of the highest quality, by executing decisions of the TAG Board, the LU/TAG Joint management Council, and the CEO.
- The Provost informs and advises the Board on all academic matters and plays a primary role in institutional planning and operations.
- Working closely with the Deputy Provost, who reports administratively at LUG to the Provost, and with other LU administrative and department heads, the Provost will foster a positive and productive relationship between LU and TAG Ghana on all academic matters.

Duties and Responsibilities:

As the Chief Academic Officer:

- The Provost is responsible for the operation, implementation, and assessment of academic programmes and policies of the University;

- The Provost shall foster intellectual growth, student learning, and scholarly and creative activities by providing academic strategic planning, administrative leadership, direction, and evaluation for all academic activities and faculty affairs at the University, providing leadership in internationalizing the campus and advancing multidisciplinary scholarship, and providing leadership and guidance on diversity initiatives for faculty, staff, and students;
- Implement the strategic academic vision of TAG by authorizing faculty appointments and recommending academic staff promotions to TAG Senior Management;
- Work closely with the CEO, Deputy Provost and Heads of Departments in implementing and evaluating major research initiatives of the University;
- Work with the Student Affairs Manager in addressing the educational support needs and extra-curricular priorities for students;
- Promote and support research and other initiatives of the university community;
- Demonstrate sound fiscal management and empirical-based decision making by overseeing programme implementation, development and allocation of workloads of all academic and academic support units.
- Provide guidance in setting performance objectives, monitoring and conducting periodic performance reviews for academic and professional staff.
- Oversee the implementation of LUG's academic plans and programmes;
- Ensure the existence of an academic quality framework that includes periodic reviews and maintains academic quality and standards;
- Ensure that members of the University community comply with all government policies, laws and regulations internal policies and procedures as well as requirements of regulatory bodies [e.g. NAB, NCTE, BAC etc.](#);
- Ensure that strategies are in place for proper employee recruitment and retention;
- Remain competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required.
- Contribute to the overall success of the TAG/LUG by performing all other duties as needed.

Other Duties:

- Building relationships with industry, government, and other academic institutions to procure scholarships, research partnerships, guest speakers, industry projects for use in courses, and internships / placements for students and alumni.
- Participate in marketing and student recruitment activities and motivate that academic faculty to do so as well.
- Participate in TAG strategic planning and participate in the implementation of TAG's strategic plans.
- Effectively manage the relationship with LU, specifically with the academics and schools to ensure a mutually beneficial partnership.
- Performs any other duties from time to time, as the Board may determine.

Academic Qualifications: (state min entry level qualification)

- An earned Doctorate in his/her area of expertise;
- Academic credentials consistent with the rank of Professor, as demonstrated by a distinguished record of teaching, scholarly publications, and/or creative accomplishments that exhibit commitment to academic excellence.

Other Qualifications:

- Experience in developing, planning, implementing and evaluating academic quality and standards of programmes;
- Good understanding and appreciation of the transnational education model within emerging markets. An understanding of contemporary issues in higher education;

- Experience in strategic planning, assessment of programme effectiveness, and development of policies to enhance academic units within the University and with national accrediting bodies;
- A history of progressively responsible, successful experience as an academic administrator at the Deputy / Associate Dean level or above involving graduate and / or undergraduate programmes, including responsibility for budget, personnel recruitment, and evaluation;
- Experience in development and allocation of teaching workloads;
- An appreciation of shared governance and evidence of strong abilities to work effectively and collaboratively with University administration, faculty, students, staff, and other stakeholder groups and partners, both within and outside the University;
- Demonstrated commitment to ongoing professional development of professional and academic staff;
- A demonstrated commitment to the promotion of diversity and values of the university.

Important Note:

- In this position you will work for Transnational Academic Group, the infrastructure provider for Lancaster University Ghana.
- While you will receive an academic title from Lancaster University and will be permitted to claim association with Lancaster University for the purpose of publishing research, you will not be an employee, contractor, or agent of Lancaster University.
- Your employment will be subject to the labour and other laws of Accra, Ghana.

What we need from you:

Candidates interested in applying for this position are invited to send a cover letter, a resume, a list of publications and the names and contact information of two referees at hr@transnatedu.com

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