POSITION DESCRIPTION
Dean, College of Engineering & Technology

William V. S. Tubman University is the second of Liberia's two state-owned universities and is in the southeastern city of Harper in Maryland County. The University was transformed from a Technical College created in 1978 to a full fledge university in 2009. William V. S. Tubman University aspires to be a center of quality and excellence. Its mission is to provide quality educational experiences that transform the lives of individuals for worthy services. Since its creation in 2009, the university has graduated 1,116 students.

The University offers bachelor's degrees in 24 disciplines across six (6) colleges, including the College of Engineering and Technology. The College of Engineering and Technology (CET) aspires to provide a multidisciplinary experience that nurtures future engineers and technologists with appropriate and environmentally friendly technologies for Africa and the world. The college offers Bachelor of Science degrees in Electrical Engineering, Civil Engineering, Mechanical Engineering, Renewable Energy Engineering, Computer Science and Engineering, and Computer Networks and Security Engineering. Tubman University seeks qualified candidates for the position of Dean of the College of Engineering and Technology

Position Summary
The Dean of the College of Engineering & Technology provides leadership at the college. The Dean must be an experienced academic leader who has a track record of working collaboratively and creatively with talented faculty in developing effective programs across a range of preparatory backgrounds, professional work experiences and personal life challenges.

The dean is the principal academic and administrative officer of the college, which includes being informed about patterns and initiatives in engineering and technology education nationally and internationally; overseeing recruitment, admission, academic progress, career and professional development, and award of degrees; developing and implementing curricular policy; overseeing assessment and benchmarking; working with department chairs to develop new programs. The Dean will have considerable expertise in the development, delivery, assessment, and supervision of online academic and professional programs and services and will lead the college programs to hybrid and 100% online delivery to attract new student audiences.

The Dean will be an effective external leader to build programmatic partnerships with governmental agencies, schools, associations, corporations, and donors. The Dean must be a strategic thinker who can work with faculty, students, partners, and Tubman University's leadership to develop new programs or enhance existing programs and delivery systems to keep pace with contemporary expectations for engineering and technology education and practice. Internally, the Dean must have a good understanding of academic organization and

processes, able to support and direct faculty and staff in academic advising, program assessment and accreditation activities, faculty recruiting and professional development.

Duties and responsibilities:

- Oversee the management of the College of Engineering & Technology, including personnel and financial matters. Effectively manage financial and human resources and seek external support for operations and scholarships.
- Lead the development of policy and curricula for degree and non-degree programs that will attract students and enhance the education of current students.
- Develop and implement effective initiatives aimed at enhancing diversity in the student community and develop robust opportunities to advance diversity, equity, and inclusive learning opportunities applicable to students in all programs.
- Ensure effectiveness in the recruitment, admission, and retention of students and innovation in program development and delivery by working collaboratively across campus with key groups and personnel.
- Ensure ever-changing and improved course delivery modalities (i.e., F2F, Hybrid, Online) that support the university and degree and non-degree programs.
- Hire faculty for the college; oversee faculty evaluation and professional development in a manner consistent with Tubman University's standards.
- Oversee the accreditation process of new programs and ongoing assessment for existing offerings; ensure that each program is accredited by the National Commission on Higher Education as well as local and international accreditation and quality assurance bodies.
- Recognize the importance of professional programs in engineering and technology education and advance those programs in accordance with national and international trends and in consideration of the University's competitive advantage.
- Collaborate with the Vice President for Academic Affairs, academic department chairs, faculty committee, and others, on matters that affect the college.
- Actively lead the development, promotion, and implementation of the strategic plan of college, identifying trends in engineering and technology education, and work with stakeholders to realize plan goals.

Required Qualifications:

1. An earned Ph.D. or equivalent terminal degree in engineering (electrical, electronics, mechanical, civil, and energy, etc.) or a closely related discipline and qualifications for rank of Professor.
2. Minimum of seven (7) years of experience in academic administration at the professional level.
3. Demonstrated record of scholarly productivity that exhibits the importance of referred artifacts, funded research, and its relationship to engineering and technology education, practice, and innovation.
4. Demonstrated record of experience mentoring and supervising undergraduate and graduate students.
5. Demonstrated experience with contemporary tools and strategies relevant to enrollment management (i.e., administration, strategic planning, budget, etc.).
6. Demonstrated experience in academic leadership context that supports tertiary education (i.e., department chair, institute/center director, associate/assistant dean, etc.)

7. Demonstrated record of advancing diversity and social justice practices as core elements of higher education.
8. Demonstrated record of advancing global education.
9. Demonstrated ability to recruit, support, and retain a diversity of local and international students, staff, and faculty.
10. Demonstrated ability to work with a wide range of constituencies (i.e., deans, faculty, staff, graduate students, donors, government agencies, industries, and community leaders).
11. Demonstrated supervisory experience.

Desired Qualifications:
1. Ph.D. in mechanical or mechatronics engineering.
2. Demonstrated success securing competitive research funding and potential for success in fundraising and securing external support.
3. Demonstrated ability to apply contemporary technology toward advancing management of graduate programs and administrative processes.
4. Demonstrated ability to apply and communicate institutional policies, plans, objectives, rules, and regulations.

Application Instructions
Please submit the following to jobs@tubmanu.edu.lr by mid-night (UTC) on June 30, 2021:

1. Cover letter
2. Curriculum Vitae
3. Statement of Research Interest (5 pages max.)
4. Statement of Diversity, Equity, and Inclusion
5. Copies of all earned degrees and transcripts

Special Conditions for Employment
1. The successful candidate would be required to submit Educational Credential Evaluation and Professional Work Experience Evaluation reports directly through the Educational Credential Evaluators (ECE).