



Charles Sturt
University

Position Description



Associate Dean (Academic)

<Faculty>

Classification	Academic Institutional Leadership Position
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Nature of Employment	Fixed term
Date Last Reviewed	March 2021

<Faculty>

<Insert name of your section>

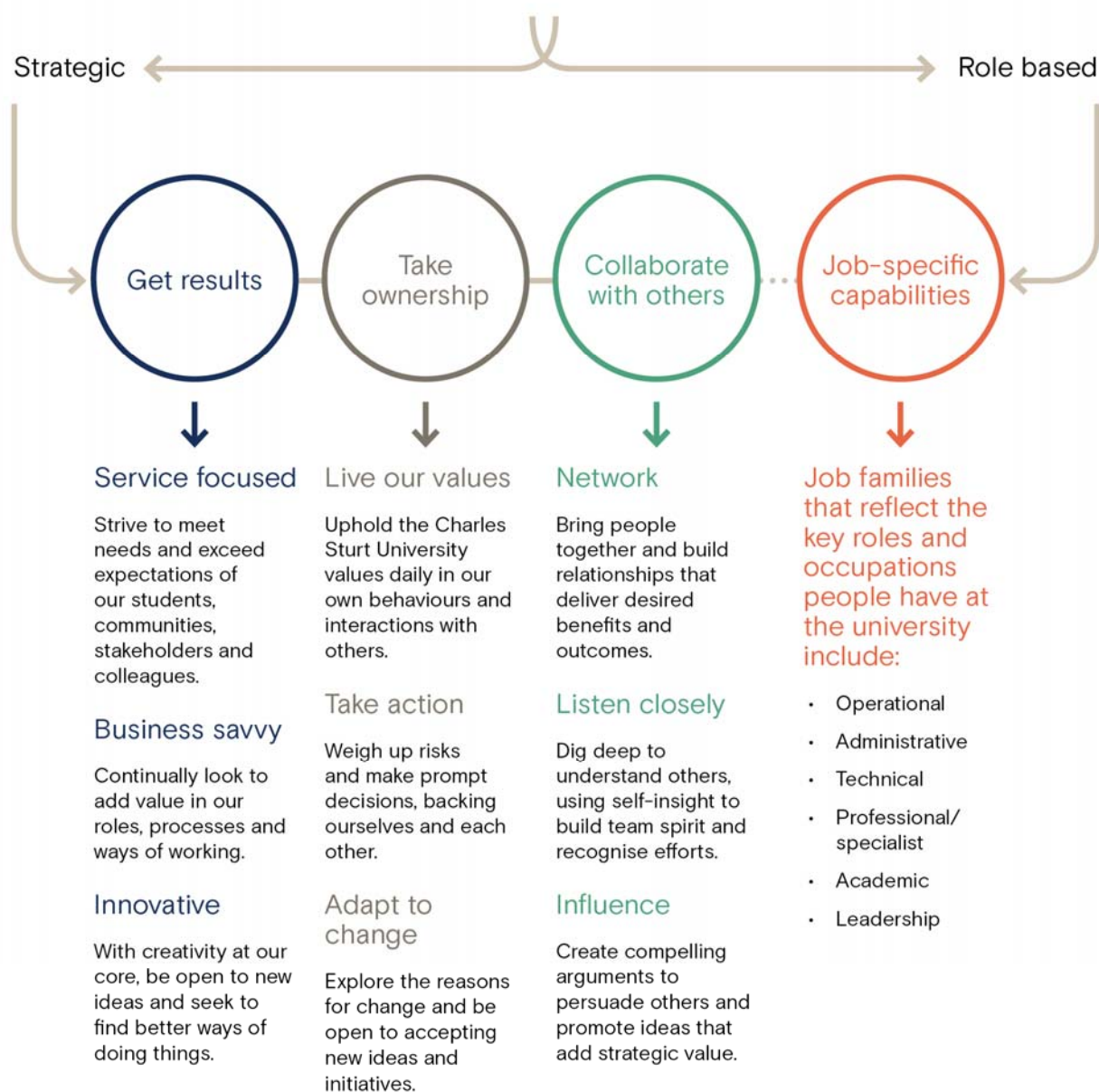
This area is an opportunity for promoting your Faculty/School/Division/Centre to potential applicants and describing how it fits within the University structure and contributes to the University Strategy. This can be copied and pasted from your section of the Charles Sturt University website and a hyperlink should be included.



Our Values

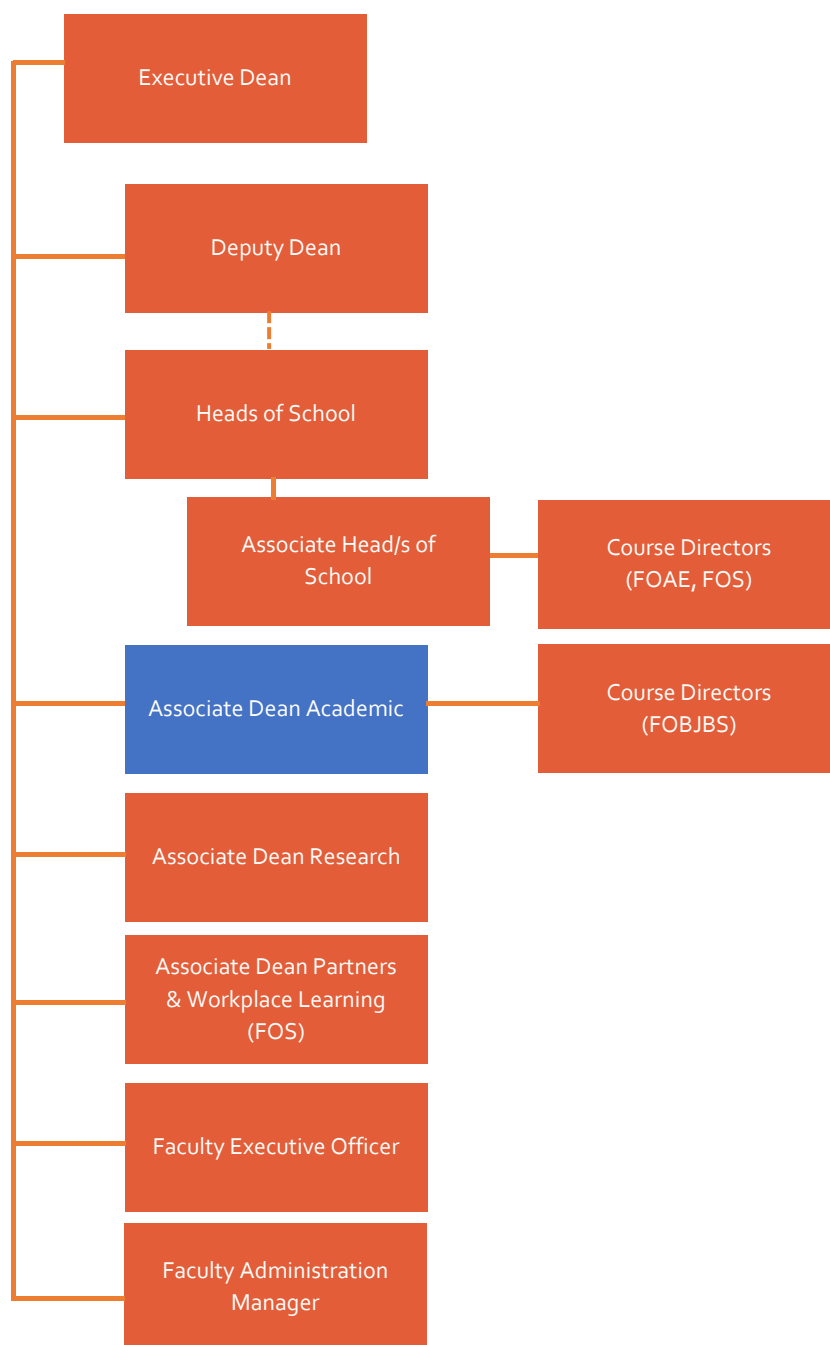


Our Capability Framework





Organisational Chart





Reporting relationship

This position reports to:	Executive Dean
This position supervises:	Course Directors (FOBJBS) Nil (FOAE, FOS)

Key working relationships

- Deputy Dean
- Heads of School
- Course Directors
- Courses Team
- Subjects Team
- Division of Learning and Teaching
- Office of the Deputy Vice-Chancellor Research and Engagement
- Office of Governance and Corporate Affairs
- Division of Student Services
- Office of Strategic Planning

Position overview

The Associate Dean works closely with the Executive Dean and provides strong academic leadership within the faculty on issues relevant to all aspects of faculty development and management. When delegated, the Associate Dean is authorised to act for and on behalf of the Executive Dean.

The Associate Dean (Academic) provides academic leadership within the Faculty in the quality learning and teaching portfolio, promoting excellence at the University and Faculty level in course design and delivery, learning and teaching, and in FOAE and FOBJBS also in work place learning.



Principal responsibilities

The Associate Dean shall support the Executive Dean to:

- Develop and implement plans, policies and procedures that contribute to the Faculty priorities and University mission, values and strategies.
- Develop and manage domestic and international relationships and partnerships and build links with industry, government, the professions, and community.
- Provide leadership and support for the development of staff within a Faculty, including the recognition of emerging talent in the areas of research, teaching and administration.
- Manage academic risk and enterprise.
- Maintain, at an appropriate level, a personal profile of achievement in teaching, research and/or professional activity.
- Develop and maintain a culturally safe environment for staff and students.
- When delegated, the Associate Dean is authorised to act for and on behalf of the Executive Dean.

More specifically the Associate Dean (Academic):

- Leads the quality learning and teaching portfolio of the Faculty, promoting excellence at the University and Faculty level in course design and delivery, learning and teaching, and in FOAE and FOBJS in work place learning.
- Collaborates and leads across Faculties and within the Faculty with Heads of School, Course Directors, and administrative teams on the design, delivery, accreditation, quality assurance, and evaluation of courses and subjects.
- In collaboration with Heads of School, co-leads the work of Course Directors to ensure collaborative design of innovative and quality courses and effective course delivery, review and improvement.
- Applies and promotes governance activities to ensure compliance with relevant legislation, and AQF, TEQSA and Charles Sturt regulations policies, procedures, processes and guidelines including managing academic risk.
- Oversees the course and subject profile, course design and approaches to learning and teaching of the Faculty to ensure appropriate allocation of resources for teaching and learning quality within resource availability.
- Provides advice to the Executive Dean on strategic developments within the external and internal environment that may impact on the course profile and subject offerings of the Faculty including opportunities for future revenue generation.
- Prepares reports on course and subject quality and oversees processes of annual course performance and course review including the implementation of actions.



Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond the faculty, such as other campuses, as well as possible car and air travel and work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driving Hours Guidelines and Policy](#).

Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

[CONSISTENT FOR ALL ASSOCIATE DEANS]

- A. An academic appointment preferably at Level C or above.
- B. An established Scholar in a field relevant to the Faculty, with PhD or equivalent, or equivalent professional practice and standing, or evidence of equivalent reputation and standing.
- C. Demonstrated strategic leadership skills and experience in change management, innovation and developing and monitoring plans consistent with Faculty and University plans and policies.
- D. Capacity to foster a positive workplace culture and demonstrated skills in leading people and teams, and building capability to achieve organisational objectives.
- E. Excellent communication and interpersonal skills with the ability to work collaboratively across the Faculty and University, and foster relationships that extend and develop the activities of the Faculty and the University.
- F. Ability to manage and develop the finances, resources and infrastructure of the Faculty related to the portfolio.
- G. Sound knowledge of the University's policy framework, strategic directions, procedures and structures.

[SPECIFIC TO ADA]

- H. A vision and direction for the development of curriculum, teaching and learning in the Faculty, with extensive experience in leading and managing curriculum development and quality assurance processes in an educational organisation.
- I. Comprehensive knowledge of the tertiary education sector, including the political and policy landscape, University governance, academic and administrative processes, equity principles and education for sustainability.

