



JOB DESCRIPTION

Position Title	Deputy Manager, Academic Governance
Department	Office of Academic Affairs
Reporting To	Assistant Director, QEC & Accreditation

POSITION DESCRIPTION

The Deputy Manager of Academic Governance supports the Associate Dean of UGEA by managing key functions within academic planning and governance. This position is responsible for coordinating academic governance bodies, such as the Board of Faculty (BOF), Academic Council, and the Habib Liberal Core (HLC) Program Board of Studies, overseeing academic dossier reviews, managing the course approval cycle, and developing the academic planning calendar. Strong organizational skills, attention to detail, and effective collaboration with academic programs and administrative offices are essential for success in this role.

DUTIES AND RESPONSIBILITIES

Academic Governance

- ✓ Manages the scheduling, agenda preparation, minute-taking, and follow-up actions for BOF, Academic Council, and HLC Program Board of Studies meetings.
- ✓ Prepares accurate minutes for each governance body meeting and ensures timely distribution to relevant stakeholders.
- ✓ Coordinates with academic programs and relevant offices to ensure comprehensive preparation for governance meetings, tracking agenda items, and gathering necessary documentation

Academic Planning

- ✓ Oversees the annual review and update of academic dossiers for each program major, ensuring all components are complete and approved according to university standards.
- ✓ Coordinates with program heads and relevant stakeholders to collect, verify, and consolidate information for dossiers, including a consolidated dossier for minor programs
- ✓ Develops and maintains the academic planning calendar to ensure timely coordination and alignment of governance meetings, course approvals, and dossier review cycles.
- ✓ Communicates key dates and deadlines to academic programs and relevant offices, ensuring that all stakeholders are informed and prepared for upcoming activities.

Course Approval & Syllabus Audit

- ✓ Manages the course approval cycle, tracking course proposals through each stage to ensure all new and revised courses receive timely review and approval.
- ✓ Conducts regular audits of course syllabi to ensure they meet institutional guidelines and align with approved curriculum requirements.
- ✓ Contribute to the overall success of the Office of the Undergraduate Education & Accreditation by performing all other duties as assigned

REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ 16 years of education from an accredited institution
Required Experience	✓ Two years of relevant work experience, preferably in a higher education environment.

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

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<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Organizational skills	High
2.	Planning skills	High
3.	Communication (written and editing) skills	High

Verified By (For HR Only)

Line Manager (If Any)

Head of the Department

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