

Announcement for the Position of Faculty Director, Academic Planning and Governance

POSITION DESCRIPTION

The Faculty Director for Academic Planning and Governance is a critical role within the Office of Undergraduate Education. Reporting to the Associate Dean for Undergraduate Education (UGE), the Director will provide strategic leadership in shaping, implementing, and continuously improving the University's undergraduate academic programs, academic governance and student experience. The role ensures alignment with the institution's mission, accreditation standards, and emerging trends in higher education.

This role drives academic planning, curriculum quality, and pedagogical excellence in collaboration with Director Teaching and Learning, Director Quality Enhancement Cell (QEC), Office of Institutional Research, academic leaders, and Head of Student Affairs. By integrating data-driven insights, benchmarking, and innovative practices, the Director ensures that programs deliver transformative, high-quality learning experiences aligned with the University's strategic aspirations.

KEY DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this position include, but are not limited to, the following functions:

- 1. Academic Planning and Review**
 - a. Support the Associate Dean of Undergraduate Education in advancing academic strategic planning, establishing processes and guidelines for program quality and assessment, and ensuring alignment with NECHE and local accreditation requirements
 - b. Lead the design, revision, and approval of institutional academic offerings including divisional requirements, majors, minors, and new courses ensuring relevance, rigor, and interdisciplinarity.
 - c. Assist academic leaders in defining program vision, goals, learning outcomes, assessment regimes, and community integration.
 - d. Ensure programs identify and project their learning resource needs for annual and long-term budgets.
 - e. Conduct research to benchmark academic programs with the similar local and international programs, undertake enrolment analysis, and focus on resource planning to ensure the quality of academic experience.
- 2. Strengthening Academic Governance**
 - f. Support the Associate Dean (UGE) in enhancing the capacity of Program Boards of Studies to oversee quality across teaching, learning, faculty development, student success, and industry integration.
 - g. Collaborate with the Faculty Director for Teaching and Learning to strengthen faculty capacity in curriculum, pedagogy, and assessment.
- 3. Enhancing Students' Academic Experience and Success**
 - h. Work with Program Directors to create an inspiring, student-centered academic environment, ensuring supplemental learning support, faculty advising, experiential learning opportunities, and spaces/resources for student learning.
 - i. Facilitate opportunities for students to showcase academic work to internal and external audiences for feedback and recognition.
 - j. Collaborate with the Office of Student Affairs to integrate academics with Student Life, expand learning support platforms, assist at-risk students, and guide career pathways.



Habib University
shaping futures

4. Curriculum Reviews

- k. Develop and refine the University's curriculum review policy and Standard Operating Procedures (SOPs).
- l. Organize and oversee annual internal program self-studies and curriculum reviews in collaboration with Program Directors and the Faculty Director for Teaching and Learning, ensuring reports are curated, action items tracked, and continuous improvements implemented.
- m. Coordinate and support comprehensive external reviews of each program on a 4–5-year cycle by engaging partner institutions, industry experts, and alumni in collaboration with the Office of Strategic Advancement and Institutional Development.
- n. Lead the review and operationalization of the University's Liberal Core/Divisional Requirements.

5. Data Insights and Strategic Integration

- o. Partner with the Office of Institutional Research and the Registrar's Office to acquire and analyze data on course evaluations, student surveys, academic standing, graduation rates, and other key indicators.
- p. Translate data insights into actionable recommendations for programs and leadership, highlighting successes and addressing challenges.
- q. Support accreditation teams (e.g., NECHE) in acquiring relevant data and preparing documentation.

6. Additional Responsibilities

- r. Assist the Associate Dean (UGE) in drafting reports, analyses, and presentations.
- s. Serve on University committees or task forces as assigned.

Personal Specifications:

The successful candidate will be expected to demonstrate evidence of the following skills, capabilities and experience:

- a. An outstanding academic record, with an earned doctorate, and qualifications meriting appointment at the rank of assistant professor or above ;
- b. An in-depth understanding and experience of working in an undergraduate liberal arts college environment that is student-centric, and committed to student success ;
- c. Strong understanding of academic planning, program review, curriculum development, and governance processes ;
- d. Prior experience in conducting benchmarking or program evaluation studies will be an added advantage;
- e. Awareness of best practices in student success, learning support, and experiential learning.
- f. Understanding of the rapidly changing character of higher education globally and impact of emerging technologies on it.

Eligibility Criteria

Eligible candidates must be holding a position as a ladder or non-ladder faculty at a reputable University.

Appointment Details and How to Apply

Applications should consist of a CV, accompanied by a detailed cover letter. Please email these documents to Academic@habib.edu.pk.

An appointment will be made subject to receipt of satisfactory references. The appointed candidate will be offered a salary that is commensurate with their experience and appropriate to the seniority of this position.

The appointment will be for a period of **two years** and begins **January 1, 2026**.

Last date to submit applications is **November 10, 2025**.