



JOB DESCRIPTION

Vacancy Ref: A2657

Job Title: Academic Dean Lancaster University at Sunway	Present Grade: TBC
Department/College: Lancaster Sunway Partnership	
Directly responsible to: PVC Engagement	
Supervisory responsibility for: Academic Services Coordinator, various academic and professional services staff on secondment to the LU Sunway Partnership Office	
Contracting Institute for role: n/a	
Other contacts	
Internal: Pro Vice-Chancellors (PVCs), Deans, Heads of Department, Directors and management of Professional Services, academic and professional staff supporting LU Sunway directly and indirectly.	
External: Senior leadership and staff of Sunway University. Members of external agencies such as British High Commission, Malaysian Quality Assurance Agency, partner university representatives, external research funding agencies and others.	
Job Purpose: The Academic Dean is the senior representative for Lancaster University on the LU Sunway University partnership located at Sunway University in Kuala Lumpur Malaysia. The primary remit of the position is to build on the current success of the teaching partnership and to advance partnership activities along three major themes: teaching, research and engagement. Involvement in research will be in collaboration with the Director of the Joint Research Institute. The Academic Dean is the Senior Academic posting at SU and holds primary responsibility for representing Lancaster with academic and professional services partner staff, students and various external agencies whilst acting as Senior liaison to Lancaster staff in the UK.	

Major Duties:

As Academic Dean and a member of the Sunway University team, the Academic Dean is the Senior Lancaster University representative at Sunway University and will play a front line role in the following:

1. Leading and managing the Lancaster University interests and responsibilities for the Lancaster University Dual Degree programmes at Sunway, including working with Sunway University to ensure effective course delivery, quality of teaching, and enhancing standards; promoting existing academic programmes, and advising, facilitating and supporting the development of new opportunities across the academic portfolio.
2. Working to ensure that the partnership maintains a high profile and reputation in Malaysia and the broader South East Asia region and assist in the development of Sunway University as a leading HE provider in Malaysia.
3. Working with the senior management at the Sunway University and contributing to strategic planning through attendance at relevant committee meetings as agreed with the senior management of Sunway.
4. Initiating, maintaining and enhancing a close working relationship with colleagues and senior management of Sunway and Lancaster University.
5. Supporting the Pro-Vice Chancellor for Engagement (PVCE) in the management of the partnership from a Lancaster University perspective, including the provision of information to the PVCE and Project Management Group.
6. Attending all Project Management group meetings with Lancaster University via digital communication where appropriate. Undertake physical visits to Lancaster University to strengthen the working relationship between partners.
7. Quality assurance – holding primary responsibility for:
 - (i) the quality assurance of any work associated with the University partnership and monitoring and assisting with institutional (QAA) guidance with respect to moderation of assessment and marking
 - (ii) the appointment of external examiners and the conduct of exam boards and other such appropriate requirements;
 - (iii) participation in partner and joint exam boards;
 - (iv) oversight of relevant data platforms as the means by which the partnership is administered from a QA perspective;
 - (v) provide periodic reports to the PVCE and Partnership Management Group on QA issues;
 - (vi) dealing with QA related issues that arise.
8. Facilitating and supporting teaching, including LU staff teaching on the programmes, and helping to ensure educational quality.
9. Liaise fully with all Lancaster University staff resident at Sunway University providing mentoring and development opportunities.
10. To work with the Director of Research to support the development and advancement of the Future Cities Research Institute, which builds on existing research strengths in Sunway and Lancaster.
11. Support for marketing and recruitment – supporting the marketing team at Sunway with student recruitment, including attendance at fairs (domestic and overseas) to raise the profile of, and assist in the recruitment of, students to both the Sunway and Lancaster campuses. Promote opportunities for students at Sunway University to visit other Lancaster University campuses for study visits or further study.
12. Work to develop and promote the activities between Sunway and Lancaster University leveraging academic, industry and wider networks. Build engagement networks for Lancaster University within the region including liaison with alumni, public, authorities and communities.
13. Undertake any other reasonable duties assigned by the PVCE and the Partner Management Group.