Executive Summary

Lancaster’s strengths in research and teaching combine with our vibrant, diverse community, beautiful campus and international collaborations to position Lancaster as a truly distinctive collegiate university.

Competition for undergraduate places is the highest it has ever been, and Lancaster graduates are performing very well in an increasingly competitive job market.

We’re 3rd in the UK for graduate level employment in the Times and Sunday Times Good University Guide 2019 and Complete University Guide 2020 with 89% of Lancaster students going into professional work or further study after graduation.

At Lancaster University, we place great emphasis on an excellent student experience and students work with academics who are experts in their field. We provide an environment that is conducive to learning for a culturally and ethnically diverse student and staff population, on a friendly campus that is part of one of the safest campuses in the UK voted joint 3rd for security in Times Higher Student Experience Survey 2018. Over £170M has been invested into the campus since 2013 with up to £250M planned over the next 5 years.

Lancaster University has an international outlook, but also a strong commitment to engage regionally and nationally, working closely with its strategic partners in the Public, Private and Third Sectors. Students and staff from over one hundred countries make up a thriving community based around nine colleges. Lancaster’s community extends far beyond the campus with research, teaching and student exchange partnerships with leading universities and institutions in 24 countries around the world from China to Brazil, including our current overseas teaching partnerships and campuses in China, Ghana and Malaysia and is establishing a university campus in Leipzig, Germany.

Following the University’s golden anniversary in 2014, we continue to celebrate the inspiring work of our academic community and extend the opportunities that Higher Education brings to students from all backgrounds.

Paul Boustead, MSc, Chartered FCIPD  
Director of Human Resources and Organisational Development
Our University

Lancaster University is an international leader with an emphasis on excellence in research, teaching and engagement. This reputation is reflected in our ranking in the UK top 10 in three major UK rankings (6th in The Times & Sunday Times Good University Guide 2019, 9th in The Guardian University Guide 2019 and 7th in The Complete University Guide 2020).

The University was named the ‘University of the Year’ 2018 by the Times and The Sunday Times. Lancaster University’s campus has been voted third in the Student Crowd’s Top 20 University Campus Awards 2018, in a public vote by 7,849 UK students and 146th in the Times Higher Education World University Ranking 2019. Lancaster University has been awarded the highest possible ranking in the UK government’s Teaching Excellence Framework (TEF) rating, which aims to recognise and reward excellence in teaching and learning in UK institutions.

The TEF Gold rating is based on high-quality teaching, excellent teaching facilities, and the career opportunities provided to graduates. The University’s research has also been rated as world-leading in the 2014 Research Excellence Framework (REF), which assesses the quality and impact of research submitted by UK universities across all subjects. In the last research assessment exercise, 83% of our research was rated ‘internationally excellent’ or ‘world-leading’. Our research is truly international in focus with research partnerships in over 60 countries around the world. Lancaster University is also proud to be a member of the N8 Group, a research partnership of the eight most research-intensive universities in the North of England.

A major strength of Lancaster University is its thriving ecosystem of interdisciplinary research and cross-Faculty working. This collaborative approach is fostered by its mixture of formal and informal structures - including Institutes and University Research Centres - bringing together experts from different disciplines to address regional, national, and global challenges. The University comprises 13,500 students and around 3,400 staff. Lancaster is one of only a handful of universities with a collegiate system which has helped to forge a strong sense of identity and loyalty, and continues to be a distinctive feature of Lancaster University life.

Our campus has transformed over recent years due to a number of significant redevelopment projects, including the refurbishment of the library and multi-million pound investments in other facilities across the University.
Our Strategy for 2020

Our strategy is to become a University that is globally significant – a leader in higher education that provides the highest quality research and teaching, and engages locally and internationally on the issues and debates of the day and of the future.

Driven by research and stimulating learning, the globally significant University informs and changes practice and thinking worldwide. Our strategy is founded on three priorities of equal importance. Success across all three of these domains will be critical if we are to fully realise our strategic goals. In the rapidly changing context of UK higher education, the University community has identified that we now need to increase our engagement with third parties, enhance our reputation and continue to grow in scale. We have reviewed and updated our objectives to reflect these factors, and new or revised objectives are highlighted against each of our three overarching priorities.

The priorities are:

• Research that changes practice and thinking
• Teaching that transforms society and the lives of people in it
• To actively engage with students, businesses and our communities

Further details on our Strategic Plan can be found at: www.lancaster.ac.uk/about-us/strategic-plan/
Our People

Lancaster’s success depends on talented, creative and committed people who work hard to make this University so special and distinctive.

Our vision for the future is to be a sustainable and an academically excellent institution recognised as one of the leading universities in the world.

You will be joining a University which is amongst the best on any objective measure, but also modern, forward thinking, and quick and nimble in adopting the latest developments in teaching and research.

Lancaster University is committed to attracting, developing and retaining the best staff, celebrating equality and diversity, and recognising how all staff contribute to and enhance the overall success of the University. Our People Strategy 2020 clearly articulates that the core strength of the University is our people.

www.lancaster.ac.uk/about-us/ourpeople/
About Lancaster and the UK

The City of Lancaster has a long and diverse history, having gained its first charter in 1193. In the heart of the city centre lies a 12th Century castle – one of the best preserved in Great Britain – which dominates the hill above the River Lune.

Lancaster is small enough to explore on foot, but big enough to keep you entertained all day, and was recently ranked as one of the top ten most vibrant cities in the UK (the Experian Vibrancy Report), thanks to its established arts scene and student population. It offers excellent shopping, cinemas, theatres, and restaurants, with many well preserved older buildings. The area is also well served with state, private and church schools.

Lancaster's live music venues are home to regular guitar, electronic, folk, classical and jazz gigs. Fans of independent film and theatre have the choice of the city centre Dukes Theatre and Cinema, Grand Theatre, and Vue multiplex cinema, and the University’s own Nuffield Theatre and LU Cinema. Venues also regularly play host to major comedy and theatrical tours too. With a number of galleries and museums located in the city, there is plenty for lovers of the arts to get their teeth into. The latest listings can be found through the Lancaster Arts City app (The Hum Lancaster Morecambe).

Lancaster itself is situated in a delightful part of North West England. The rural landscape is superb, with the Lakeland fells in full view across the expanse of Morecambe Bay. The River Lune runs along the edge of the Forest of Bowland, an area of outstanding natural beauty, past many villages, into Lancaster and to the sea. There are two National Parks, the Lake District and the Yorkshire Dales, which are within a 30-minute drive. Lancaster is just over two hours by fast train to London and it is less than one hour to Manchester airport, which offers direct flights to most European capitals, the Middle East, and North America and the Far East. Lancaster, and the local surrounding area, offers a unique combination of city, coast, and countryside. There is an excellent choice of accommodation in the ‘travel to’ area which stretches from the Lake District to Preston and east along the Lune valley, as well as Morecambe and Lancaster, offering a range of housing from city centre to rural environments. Housing is varied (from old townhouses to barn conversions and new builds) and is competitively priced, especially against similar properties in South East England. The University offers allowances for staff (Grade 6 and above) who have to move to join us.

For further information about working and living in Lancaster please visit: www.lancaster.ac.uk/working-at-lancaster
The Faculty of Arts and Social Sciences

The Faculty of Arts and Social Sciences is diverse, interdisciplinary and collaborative in ethos. It is home to nine academic departments and 25 research centres. The Faculty has a strong international reputation and is ranked 36th in the world for Education, 44th for Arts and Humanities, and 88th for Social Sciences in the Times Higher Education World Rankings 2019.

The Faculty’s academic disciplines have an impressive UK league table performance with 15 of the 17 undergraduate subjects in the top ten of The Times and The Sunday Times subject league tables for 2019. Three subjects (Creative Writing, Criminology and German) are in number one position.

The Faculty’s reputation for research is equally impressive. For example, Politics, Philosophy and Religion was ranked third overall for research and top in the UK for research impact in the most recent Research Excellence Framework. Sociology was ranked third for world-leading research and second for research impact, and English Language and Literature was ranked third for research power.

Each of our nine departments has distinct strengths and individual reputations. Collectively they are part of a Faculty that challenges established thinking, champions new ideas, works creatively across academic borders and actively responds to local and global challenges. The Ruskin Library, Confucious Institute and contemporary arts organisation Lancaster Arts are also aligned to the Faculty.

The Faculty also plays an active role in the University’s International strategy, with direct involvement in the 3 campuses in China, Ghana and Malaysia. We also host 25 research centres through which we are exploring and maximising the benefits of interdisciplinary research within and beyond Lancaster.

As a Faculty, we are committed to educating the brightest students to the highest standards, generating knowledge that inspires and matters globally, engaging and influencing beyond the University and encouraging all members of our community to reach their highest potential. The Faculty of Arts and Social Sciences offers placement year variants for almost all of its undergraduate courses as well as a range of short placement and internship opportunities for undergraduate and postgraduate students.

Our commitment to connectivity, inquiry and transformation whilst promoting a commitment to Equality, Diversity and Inclusion is part of the DNA of Lancaster. We use an interdisciplinary approach to actively respond to the wider research and policy challenges that surround us, and use this to shape our research and teaching. Our work is funded by research councils, The European Commission, charities, industry and government. We work collaboratively with stakeholders large and small, public and private, local and global.
The Faculty consists of nine departments with national and international reputations and it is also home to The Ruskin Library, Confucious Institute and Lancaster Arts.

- Educational Research
- English Literature and Creative Writing
- History
- Lancaster Institute for the Contemporary Arts (LICA)
- Languages and Cultures
- Law School
- Linguistics and English Language
- Politics, Philosophy and Religion
- Sociology

Numbers of students registered on UG, PGT and PGR programmes:

<table>
<thead>
<tr>
<th>Faculty of Arts &amp; Social Sciences</th>
<th>Undergraduate</th>
<th>Postgraduate Taught</th>
<th>Postgraduate Research</th>
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<tbody>
<tr>
<td></td>
<td>3025</td>
<td>708</td>
<td>732</td>
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<table>
<thead>
<tr>
<th></th>
<th>Full Time</th>
<th>Part Time</th>
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<tbody>
<tr>
<td>Undergraduate</td>
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<tr>
<td>Postgraduate Taught</td>
<td>442</td>
<td>266</td>
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<tr>
<td>Postgraduate Research</td>
<td>269</td>
<td>463</td>
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<tr>
<td>Grand Total</td>
<td>3730</td>
<td>735</td>
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Nationality of Students

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<th>UK</th>
<th>EU</th>
<th>Other</th>
<th>Total</th>
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<td>UG</td>
<td>2467</td>
<td>232</td>
<td>326</td>
<td>3025</td>
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<tr>
<td>PGR</td>
<td>388</td>
<td>83</td>
<td>237</td>
<td>708</td>
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<tr>
<td>PGT</td>
<td>384</td>
<td>77</td>
<td>271</td>
<td>732</td>
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<tr>
<td>Grand Total</td>
<td>3239</td>
<td>392</td>
<td>832</td>
<td>4465</td>
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Staff

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<th>Staff (function)</th>
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<tr>
<td>Academic</td>
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<tr>
<td>Professional Services</td>
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<tr>
<td>Total</td>
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<th>Gender</th>
<th>Total</th>
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<tbody>
<tr>
<td>Female</td>
<td>213</td>
</tr>
<tr>
<td>Male</td>
<td>310</td>
</tr>
<tr>
<td>Total</td>
<td>523</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nationality of academic staff</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>UK</td>
<td>268</td>
</tr>
<tr>
<td>EU</td>
<td>60</td>
</tr>
<tr>
<td>International</td>
<td>52</td>
</tr>
<tr>
<td>Total</td>
<td>380</td>
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Finances

<table>
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<tr>
<th>Actual income and expenditure for period end 31/07/2018</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>£51,295,398</td>
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<tr>
<td>Direct Expenditure</td>
<td>£33,108,461</td>
</tr>
<tr>
<td>Contribution</td>
<td>£18,186,937</td>
</tr>
</tbody>
</table>
Job Description

Post
This is nominally a full time role but flexible working can be discussed with post-holders being on senior management contracts although continuation of some academic activities (e.g. research) is strongly encouraged.

The term of office will be five years in the first instance with the possibility of one further term of up to five years, with the agreement of the Vice-Chancellor. In exceptional circumstances, and with the concurrence of the Faculty, the Vice-Chancellor may extend the appointment beyond ten years. In these circumstances, the Vice-Chancellor will seek the views of the Faculty about the performance of the Dean, and whether the appointment should be renewed, approximately twelve months prior to the end of the term of office.

Directly responsible to:
Vice-Chancellor

Supervisory responsibility for:
Deputy Dean, Associate Deans, Heads of Department, Faculty Manager.

Other Contacts:
Internal: Vice-Chancellor; Pro-Vice-Chancellors; Chief Administrative Officer and senior members of Professional Services including HR; other Deans and Associate Deans; Head of Department for personal research (where applicable).
External: A wide range of senior external stakeholders, including Deans in cognate disciplines at other universities; Senior officials within key funders and policy makers e.g. Arts Council England.

Purpose:
The Deans are members of the University Senior Management Team with a shared responsibility for promoting and achieving the University’s goals set out in its Strategic Plan.

Within the Faculties, their role is to provide the Faculty with academic leadership, to encourage excellence in teaching and research, to represent the Faculty to the University, to promote the development of the Faculty and of its staff and to manage its activities through the most effective and cost-efficient use of its resources, within the framework of the University's Strategic Plan and policies.

Deans have an executive role and are responsible for the proper conduct of the Faculties in accordance with the University’s rules and regulations. They report directly to the Vice-Chancellor, who will hold them accountable for this role.

Ongoing Personal and Professional Development:
Deans will be expected to pursue actively their own personal and professional development, in consultation with the Vice-Chancellor. This should include the pursuit of their research or other academic activity as suits their current profile.

Key Ambitions and Opportunities

The most significant long-term ambitions and opportunities for the Faculty currently are:

• To be a leading multidisciplinary Faculty that exploits its cross disciplinary opportunities, within the Faculty and across the University
• To work with a range of stakeholders, both internal and external to ensure that they maximize the benefits of academic inputs
• Ensuring significant and sustainable growth in the Faculty’s education portfolio, especially our postgraduate taught and research courses
• Increasing research grant awards in line with the Faculty’s research strategy and the University’s Strategic Plan
• Building the leadership and management capacity in the Faculty for now and the future
There are some further short-term areas of activity, in particular:

• Developing the capability and capacity for effective external engagement both at local and regional levels as well as nationally and internationally
• Maintaining and growing student numbers as appropriate
• Build on the University’s Athena Swan commitments supporting the implementation of departmental programmes
• Support and implement the University’s Equality, Diversity and Inclusion Strategy

Major Duties:

(i) Providing strategic leadership in the development and operation of the Faculty, and particularly in:

• developing and implementing (in consultation with Faculty Policy and Resources Committee) long-term academic and management plans and policies, incorporating a coherent set of objectives for teaching and research. This will include ensuring departmental plans align with the University strategy
• developing and managing the people plan for the Faculty within a University-wide framework, leading to policies which will include recruitment, training and development and career development of staff in line with the University’s EDI strategy
• fostering and facilitating a supportive environment or ethos for intra-Faculty, inter-disciplinary and consortial work. This will include ensuring that the Faculty explores new markets and responds to them
• working with other members of the senior management team to contribute to updating and promotion of the University’s Strategic Plan

(ii) Shaping and be responsible for controlling the Faculty budget within the funding constraints set during the budget-setting cycle, including:

• reporting regularly to the University Planning and Resources Group to account for the use of resources
• acting as the accounting officer for the Faculty and providing financial accountability to the University
• agree targets for income and expenditure with the Vice-Chancellor as Chair of the University Planning and Resources Group

(iii) Managing and developing staff within an environment that is inclusive, promoting equality and diversity:

• recruiting and selecting staff within policy guidelines
• career and staff development in accordance with institutional and Faculty policies and procedures

(iv) Supporting Heads of Department in the Faculty and holding them accountable for the proper discharge of their departmental responsibilities

(v) Acting as an advocate for the Faculty and ensuring its views are represented to officers and committees in the University

(vi) Promoting the Faculty externally

(vii) Chairing the Faculty Policy and Resources Committee and such other committees as the Faculty deems appropriate and are contained in the Constitution of the Faculty

(viii) Facilitating Faculty-level enterprise activities, including development of commercial opportunities to develop both research programmes and exploitation of intellectual property as well as externally funded projects in conjunction with the Director of Research and Enterprise Services and the Pro-Vice-Chancellor Research

• Facilitate Faculty engagement activities in particular, working with regional arts, culture and heritage organisations in conjunction with the Pro-Vice-Chancellor for Engagement

(ix) Facilitating Faculty-level alumni and development activities in conjunction with the Director of the Alumni and Development Office.
## Person Specification

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential/Desirable</th>
<th>How it will be assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be of Professorial standing or equivalent.</td>
<td>Essential</td>
<td>CV and Cover letter</td>
</tr>
<tr>
<td>A personal record of academic distinction and achievement in an arts, humanities or social sciences subject (emphasised by their research record) as evidenced by peer recognition in the international community, sufficient to gain the confidence of academic colleagues.</td>
<td>Essential</td>
<td>CV and Cover letter / Interview</td>
</tr>
<tr>
<td>A proven track record of delivery in a senior academic management post as evidenced by the successful completion of complex and challenging projects to further a strategic agenda, at least at the level of Head of Department, Head of a major Centre or Institute or Associate Dean.</td>
<td>Essential</td>
<td>CV and Cover letter / Interview</td>
</tr>
<tr>
<td>Experience of steering an effective leadership team to create a collaborative and collegiate culture.</td>
<td>Essential</td>
<td>CV and Cover letter / Interview</td>
</tr>
<tr>
<td>Demonstrable experience in providing strategic leadership and commitment to organisational EDI objectives.</td>
<td>Essential</td>
<td>CV and Cover letter / Interview</td>
</tr>
<tr>
<td>Excellent interpersonal, communication and leadership skills, including the ability to motivate and inspire teams and individuals, with demonstrable ability in managing the competing demands of a diverse range of disciplines.</td>
<td>Essential</td>
<td>CV and Cover letter / Interview</td>
</tr>
<tr>
<td>The ability to lead the development and implementation of the strategic vision for the Faculty in line with Lancaster’s Strategic Plan.</td>
<td>Essential</td>
<td>Interview</td>
</tr>
<tr>
<td>Demonstrable ability of strategic resource management, specifically people and financial implications.</td>
<td>Essential</td>
<td>CV and Cover letter / Interview</td>
</tr>
<tr>
<td>Experience of large scale budget management and financial control.</td>
<td>Essential</td>
<td>CV and Cover letter / Interview</td>
</tr>
<tr>
<td>Commitment to the highest levels of quality in all activities especially student recruitment.</td>
<td>Essential</td>
<td>CV and Cover letter / Interview</td>
</tr>
<tr>
<td>Drive, resilience and creativity and the ability to problem solve and navigate obstacles.</td>
<td>Essential</td>
<td>Interview</td>
</tr>
<tr>
<td>Demonstrable ability to create and manage a significant body of external stakeholders.</td>
<td>Essential</td>
<td>Interview</td>
</tr>
<tr>
<td>Recent experience of working in the UK Higher Education sector.</td>
<td>Desirable</td>
<td>CV and Cover letter</td>
</tr>
<tr>
<td>Strategic acumen demonstrating a full understanding of the UK and international HE environment, the implications and challenges for arts, humanities and social sciences.</td>
<td>Desirable</td>
<td>CV and Cover letter / Interview</td>
</tr>
<tr>
<td>Experience of working in an international context and with international partnerships.</td>
<td>Desirable</td>
<td>CV and Cover letter</td>
</tr>
<tr>
<td>Evidence of pursuing own continuing professional development, and commitment to a culture of continuous improvement.</td>
<td>Desirable</td>
<td>CV and Cover letter</td>
</tr>
</tbody>
</table>

- CV and Cover letter – assessed against the curriculum vitae and letter of support. Normally used to evaluate factual evidence e.g. award of a qualification. Will be "scored" as part of the shortlisting process.
- Interview – assessed during the interview process.
Employee Benefits and Reward Package

Remuneration
The role attracts a highly competitive starting salary. Further salary progression will also be achievable, based upon performance in the role.

Pension
For this role the University offers the opportunity to join the Universities Superannuation Scheme (USS).

Relocation
For those relocating nationally or internationally a generous relocation package is available.

Flexible Benefits
All staff are eligible to participate in the University’s sector-leading flexible benefits scheme. The scheme provides staff with the opportunity to purchase benefits at discounted rates and also to take advantage of tax and national insurance savings on some of the benefits chosen.

The current benefits include:
- Pre-School Centre
- Cycle to Work scheme
- Season Ticket Loan
- Low Emission Cars
- Charitable giving
- Shopping discounts
- Dental insurance
- Health cash plan
- Sports Centre membership
- Lancaster and external courses
- Professional Bodies’ membership fees
- Car parking
- Subsidised annual bus pass
- Discounted staff dining card
- Local retail discount card
- Theatre membership
- Home technology
- Additional annual leave
Detailed information on benefits are available at www.lancaster.ac.uk/employment-benefits.
We want to provide you with full information at an early stage to enable you to make an informed decision as to whether you are committed to pursuing this position and to outline the University’s expectations of all candidates taking part in our recruitment process.

Once you have reviewed the information below, and in fairness to everyone concerned, we would ask that you give serious consideration to proceeding further with this process if you think you may not accept the position should it be offered to you.

The role will be located in Lancaster and there is a requirement that successful candidates will live within commuting distance of the Lancaster University Bailrigg campus. If this might involve a re-location for you, it is of course important that candidates consider how the move might affect anyone who may accompany you (for example, early consideration may need to be given to local schooling, housing and other employment opportunities where other family members are involved, as early as possible). We will support you as much as possible with this and are happy to discuss any concerns you may have. We would ask you to agree to undertaking a positive, open, and transparent dialogue with us throughout the recruitment process, raising questions and any concerns as early as possible.

Lancaster engages in a variety of domestic and international benchmarking exercises to ensure we are extremely competitive in the levels of reward and recognition we provide, therefore we are confident that any offer made will be strong and competitive. If you are happy to continue in your application for the position in light of the above expectations, we would very much look forward to hearing from you.

Process and Timeframe

Informal questions regarding the post should be directed to the Vice-Chancellor via m.needham@lancaster.ac.uk or +44 (0)1524 592001.

Applications should be made online at https://hr-jobs.lancs.ac.uk/A2683

Applications should consist of a CV accompanied by a covering letter addressing the criteria in the role information.

Closing date for receipt of applications: Monday 8th July 2019

First stage of interview process: Tuesday 30th July 2019

Final interview: Tuesday 13th August 2019

An appointment will be made subject to satisfactory references, in line with the usual terms and conditions of employment at the University.

Recruitment Statement

We want to provide you with full information at an early stage to enable you to make an informed decision as to whether you are committed to pursuing this position and to outline the University’s expectations of all candidates taking part in our recruitment process.

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Join Us