



JOB DESCRIPTION:

Position:	Head of Department – Foundation Studies
Employer:	Fulton Adventist University College – an institution of the Trans Pacific Union Mission (TPUM) of the Seventh-day Adventist Church
Location:	Masimasi, Sabeto Road, Nadi, Fiji
Revised:	September 2021

Fulton Adventist University College Mission Statement:

The mission of Fulton Adventist University College (FAUC) is to provide a tertiary education in a Christian environment through quality instruction and to empower men and women of the Pacific islands to achieve excellence in academic studies and professional training for service to island communities.

Position Summary: The Role of the Head of Department – Foundation Studies

Supervise the overall program of the department, liaise with the administration on relevant matters and have a vision for the department with directions to accomplish it.

Qualifications Required:

1. A practicing baptized member of the Seventh-day Adventist Church with a strong commitment to its mission, values and philosophies.
2. Have a Masters and above qualification with experience teaching in higher education institution.
3. Have a comprehensive knowledge of higher education operation and quality academic standards.
4. Have a strong understanding of academic principles and applications.
5. Maintain the department standard at a high academic level and have evaluation and monitoring procedures to ensure both compliance and improvements.

Core Competencies:

1. Well-developed interpersonal and relationship skills.
2. An effective communicator with excellent presentation and verbal reasoning ability.
3. Ability to plan, organize, coordinate and manage all activities for the department.
4. Demonstrated ability to use technology and/or in management areas.

Specific Responsibilities:

1. Oversee the implementation and ongoing review of the academic programs within the department in consultation with the Deputy Principal and the Quality Assurance Officer, and under the remit of the Academic Committee.
2. Organise, chair and maintain up-to-date records of regular departmental and course board meetings.
3. As part of the Quality Assurance process, prepare the Departmental Annual Report that evaluates the operation of the programs of study within the Department.
4. Evaluate the performance of the departmental staff including the review of student evaluation of their learning and teaching and their professional activities and discuss strategies for their continual improvement.
5. Monitor all activities of the department and be the liaison and responsible officer for its successful operation.

6. Maintain an inventory of departmental resources and equipment and assist in the development of the department budget.
7. Assist the Registrar with decision regarding the issuing of offers, registration, progression and graduation of students.
8. Ensure that the department is adequately resourced for students learning.
9. Facilitate the production and storage of required departmental documentation in both soft and hard copies as appropriate.
10. Assist and counsel students when appropriate.

Occupational Health and Safety:

1. Contribute to the development of a safe and healthy workplace.
2. Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
3. Report any injury, hazard or illness immediately, where practicable to their supervisor.
4. Avoid placing others at risk by any act or omission.

Note: for a full overview of Fulton Adventist University College’ approach to OHS all staff should refer to the Employee Handbook.

Key Performance Indicators:

1. Consistently reflects the mission and values of the University College.
 2. Competently meets the specifications of the Job Description.
 3. Has a thorough mastery of the specific knowledge and competencies required for this position.
 4. Consistently demonstrates sound judgment in decision making.
 5. Seeks guidance from appropriate sources when involved in important decision making.
 6. Actively nurtures and supports all persons who report directly to him/her.
 7. Facilitates the effective management and development of the service under his/her care.
 8. Has a clearly defined vision that reflects the University College’s mission.
- Responds positively to feedback.

Committee and Board Membership:

1. Chair of Department Meeting and Course Board
2. Member of Administrative Committee
3. Member of Academic Committee

Appointment

This is an appointed position. Subject to satisfactory performance, the person appointed shall hold office from the time they take up their duties until the end of their term of service. At the end of this time, the contract will be reviewed with view to renewal depending on performance.

Responsible to:

Deputy Principal and Fulton Adventist University College Administration.

Remuneration:

As per the SPD Wages Schedule, as amended from time to time.

Confirmation:

Name of the appointed person: _____

Signature of the appointed person: _____

Date of signing: _____

Signature of witness:
Fulton Administration Officer _____