

Vice Rector for Academic Affairs

DEFINITION

Under the direction of the Rector, the Vice Rector for Academic Affairs acts as the chief academic officer of the University and is responsible for educational policy and academic programmes. This includes programme review and improvement, accreditation and self-evaluation, assessment of student learning and advancement of student success, academic personnel decisions, quality assurance in studies and teaching, enrolment management, program and curriculum development, and the encouragement and improvement of teaching, learning and research.

Corporate Responsibilities

- Participate in and accept shared executive responsibility for the corporate leadership, management and development of the University.
- Represent the University as appropriate by chairing or serving on internal and external committees, working and advisory groups.
- Oversee internationalisation strategy.
- Encourage and promote the generation of external income, especially in areas related to internationalisation.
- Support the further development of the University and respond to the needs of a diverse student body, external funders and stakeholders.
- Promote and implement the University's policies on equality and diversity.
- Maintain and develop external links with a range of local, regional, national and international Universities and other organisations for a range of purposes.
- Champion models of delivery and behaviour to encourage enhancement of the quality of all academic programmes and development of research and think tank services.
- Represent and deputise the Rector in his/her absence or as required.
- Participate in the Rectorate meetings.
- Vice Rector for Academic Affairs is *ex officio* a member of the Senate.
- Undertake such other responsibilities and duties as the Rector or Governing Board may determine from time to time.

Common across all areas of responsibility and accountability

To manage and be accountable for the human, physical, and financial resources with a significant emphasis on succession and workforce planning, while managing, motivating and developing staff.

Academic

- The Vice Rector has primary leadership responsibilities for planning, implementing, and coordinating the educational programmes of the University in line with its core mission and its strengths in the humanities and arts and the social sciences.
- The Vice Rector in cooperation with the Senate, prepares the Teaching and Learning Regulation.
- The Vice Rector takes leadership in introduction of new field of studies, ensuring balance of academic programme provision across the levels of study (Bachelor's,

Master's and PhD levels), development of online and distance learning for degree and non-degree programmes and Lifelong Learning programmes.

- In assuming these responsibilities, the Vice Rector must work closely with heads of academic departments, other administrators, members of the faculty, students and social partners. While the managerial functions related to curriculum and instruction rest with heads of academic departments, the Vice Rector serves as a leader in long-term planning of educational programmes, assuring quality of instruction, selection and development of a qualified faculty.
- The Vice Rector is in charge in matters related to curriculum and instruction, faculty selection, assignment, development, and retention.
- The Vice Rector is the primary link between the academic staff and the Rector as well as the Governing Board in all budgetary matters related to instructional programs.
- The Vice Rector works with Student Services in all matters related to the coordination of the instructional programmes and student services.
- The Vice Rector is accountable for the achievement of University goals and objectives within the scope of Academic Affairs as set forth in the University Plan of Action, and for assessing and meeting, to the extent practicable, the educational needs of Belarusian society.
- The Vice Rector maintains relations with the Ministry of Education, Science and Sport of Lithuania and the Centre for Quality Assessment in Higher Education when dealing with the University's academic activities and the organisation of academic processes in order to ensure compliance with the requirements of the Lithuanian Quality Assurance Centre (SKVC).

Research, Innovation and Policy outreach

- The Vice Rector takes leadership in establishing research/art as an integral part of the University's core mission, integrated with all other activities in a sustainable and financially supported manner through three pillars of research funding for structural research support, project seed funding and network building and grant acquisition.
- The Vice Rector in cooperation with the Senate, prepares the Research and Artistic Activities Regulation.
- The Vice Rector facilitates the establishment of research support infrastructure integrated into the departments to support scholars in seeking new funding and the dissemination of results.
- The Vice Rector facilitates establishment of the research fund and oversees its use.
- The Vice Rector facilitates the generation and support of new lines of societally relevant research/ art.
- The Vice Rector liaises with Communications Department to ensure higher visibility of University research.
- The Vice Rector leads the creation of conditions to develop forward looking and innovative research collaborations between humanities and arts, social sciences and IT.
- The Vice Rector enhances collaborations and creates new research networks in Eastern Partnership countries and across Europe.

International

- Lead the development and delivery of the Internationalisation strategy in line with University's Plan of Action 2021-2026.
- Lead the development of organisational approaches that encourage global citizenship across the University's students and staff.
- Establish governance arrangements that secure appropriate control and protections for engaging in international activities, partnerships and collaborations.

- Promote through Departments the delivery of targets for international activity, student recruitment and programme delivery and, working with external partners, enhance the potential for international collaboration in research.
- Directly support the Rector in representing the University on international and international-related work, participating in international associations and acting as deputy or representative for the Rector as required.
- Provide a strategic approach to the University's engagement EU initiatives such as Horizon 2020, Erasmus+, as well as with the Bologna Process.

Planning and Organisation

- Determine the strategic direction for the University's internationalisation plans and ensure Departments and Centres are aligned to those aspirations.
- Ensure that the education and learning of a diverse student body is maximised in a supportive environment that pays due regard to the development of both subject-specific and generic skills for employment.
- Ensure that appropriate structures and mechanisms are in place for the decision-making and for the management of University research activities.
- Plan and manage research financial resources efficiently and in accordance with University policy and budgetary requirements.
- In conjunction with the heads of academic departments, ensure effective collaboration between departments to achieve goals related to academic, research/art and internationalisation activity of the University.

Communications and Working Relationships

- Develop and promote the motivation of staff, ensuring that there is a strong emphasis on effective communication with and between staff and foster optimal staff engagement in the strategy and operation of the Vice Rector areas of responsibility.
- Work closely with professional services across the University, specifically in areas of teaching and learning, quality assurance and enhancement, academic standards, research development, knowledge transfer and internationalisation.
- Encourage maximum staff participation in the activities of the University.
- Foster close and effective relationships between the University, major employers and external stakeholders.
- Create a working environment within the University that is supportive of staff and encourages active engagement and a positive contribution from individual members of staff.
- Participate in University-wide projects and initiatives as directed, including leading and chairing working/project groups, as required.
- Represent the University externally as appropriate.
- Be responsive to the needs of staff, enrolled and potential students, employers and other stakeholders.

Required qualifications

- Hold a first degree and relevant postgraduate qualifications, preferably a doctoral qualification.
- Five years teaching experience in higher education with a demonstrated student-centred philosophy of education.
- Demonstrate a track record of outstanding achievement in a specific discipline.
- Have a successful record of academic leadership and management and/or business achievement, including significant and demonstrably successful experience in managing change, people and financial resources, probably through leadership and management of a significant academic unit.

- Have the credibility, experience and judgement to operate effectively at a senior level in the organisation.
- Demonstrate a proven capacity for strategic thinking and planning.
- Show an ability to identify and develop partnership and business development opportunities.
- Have good understanding and knowledge of political development in Belarus.
- Demonstrate breadth and depth of knowledge and understanding of the Higher Education system and its policy environment and an ability to respond effectively to this environment.
- Demonstrate strong commitment to the goals and values of the University.
- Possess highly developed skills in decision-making, persuasion, influencing and negotiation.
- Have the ability to work at pace and under pressure.
- Demonstrate experience in Belarusian academic affairs and scholarship.
- Be fluent in English and Russian; knowledge of Belarusian (preferred) and/or Lithuanian languages would be an asset.

Conditions:

- Appointed by the Rector;
- 40 hours working week;
- 40 days of paid annual leave.
- Monthly gross salary: 5,500 EUR
- Motivational bonus: Up to 30% of annual salary based on fulfilment of KPIs as negotiated with the Rector

The recruitment process:

- The Vice Rector for Academic Affairs position announcement will be posted on the University website, in social networks and will be communicated to the EHU network of social and academic partner institutions.
- The Rector may consider the assistance of a professional recruitment service with international outreach.
- The Vice Rector recruitment committee will be chaired by the Rector and will consist of: Chancellor, Head of Senate, Department Heads, one person delegated by the GAPO, one person delegated by the Governing Board and one student delegated by the EHU Student Union. The committee will make a recommendation to the Rector.
- 1st step: The HR department under the Rector's supervision will screen the received applications (CVs and motivation letter) and verify whether they meet the stated required qualifications.
- 2nd step: The recruitment committee will analyse the applications approved in Step 1 and invite selected candidates for an interview (in person or online).
- 3rd step: The recruitment committee will conduct an interview with the candidate(s) selected in step 2 and will make a final recommendation to the Rector.
- 4th step: Rector appoints Vice Rector for Academic Affairs.
- Dates of each step will be determined by the Rector.

Deadline for applications is June 15 (inclusive), 2023 at 21:00 (CET). To participate in the competition, provide your CV and covering letter by e-mail jobs@ehu.lt More information please find on www.ehu.en. For any questions regarding the selection procedure please contact Dalia Kaminskaite (dalia.kaminskaite@ehu.lt).