

## **Academic Head of School (“ the School Head”)**

University College Cork is a high quality research-intensive university of international distinction. The School Head is an important member of the University’s leadership and management structure, playing a critical part in achieving the University’s strategic objectives. The prime role of the School Head is to provide academic and administrative leadership to the school, within the University’s Statutes and the College Rules. While academic leadership in a school may be shared particularly with the professoriate, the Head is ultimately accountable for the management of the school.

### **Reporting Relationship**

The Head of School shall report to the Head of College on management matters and to the College Council [or faculty if responsibility remains there] on academic matters.

Heads of School are appointed for 3 years with a possibility of extension for a further 2 years [it is proposed that this be changed to 3].

The duties of each other member of academic staff in the school [including the professors] shall be carried out under the general direction of the Head. All other staff of the school shall report to the Head or the Head’s nominee.

### **DETAILED RESPONSIBILITIES OF POST**

In providing leadership and management to the school/department as part of the broader leadership and management role in the College, the Head will have the following broad responsibilities:

#### **General**

- a. support the implementation of the University’s Strategic Plan
- b. the strategic direction of the school/department and the implementation of change;
- c. academic leadership of the school/department which will include responsibility for the management, development and quality of the school/department’s teaching, research and student support services;
- d. the translation and communication of University strategy and policy as it applies to the school/department;
- e. the development and management of school/departmental staff;
- f. the allocation of duties to school/departmental staff to ensure effective teaching, research and service functions;
- g. monitoring and management of the school/department academic and service activities including, inter alia, teaching and assessment practices, post-graduate supervision, student support, retention etc.
- h. the training and development of any research staff associated with the school/department;
- i. the management of the school/department’s finances and infrastructure.

#### **Academic Leadership**

- a. Encouraging excellence in teaching, learning, research and professional activities; encouraging collaboration with other schools/departments and academic units as appropriate;

- b. representing the school's/department's academic interests within the context of the University's Strategic Plan internally in the University and externally to industry, government, the professions and educational communities in local, and where appropriate, international fora;
- c. to support the development of inter-disciplinary initiatives and programmes;
- d. to facilitate the collection of student feedback and to follow up with implementation on matters arising from that feedback as appropriate.

### **Staff Management and Development**

- a. Orientation and guidance of all staff in the school/department in the understanding of their role and contribution to the College and the University;
- b. effective planning and development review including the management of staff performance and performance reviews;
- c. support for the professional development of all staff in the school/department;
- d. implementation of the University's Performance Management Policy;
- e. management of other human resource functions with the support and in consultation with the Human Resources Department - including but not limited to – recruitment, selection, induction, administration, performance management and grievances;
- f. ensuring that the duty of care owed to staff and students is exercised particularly in relation to the maintenance of a learning/working environment free from bullying, harassment or discriminatory practices.

### **Financial and Infrastructure Management**

- a. The financial management of the school/department
- b. The establishment and management of budgets and staffing plans;
- c. The development of infrastructure and equipment expenditure plans and the monitoring of expenditure against allocations;
- d. the pursuit of non-exchequer income generation initiatives

### **Compliance**

Responsibility for:

- a. compliance with the Universities Act, 1997, University Statutes and Regulations and policy decisions taken by the University Management Team and/or the Governing Body as each of the foregoing affects the work of the school/department;
- b. co-operation with the Governing Body in the smooth running of the University;
- c. compliance with all relevant employment law with the support and advice of the Human Resources Department;
- d. compliance with Health and Safety legislation and the timely submission of the school/department annual health and safety report;
- e. risk management in the school/department and the maintenance of a school/department risk register:
- f. data protection, data security

Where the Head is not a Professor and there is a professor within the school/department the Head should ensure the implementation of the recommendations on the role of professor as approved by Governing Body for such situations:

“The exercise of academic leadership by a Professor in a single professorial department when not the Head of Department/Discipline, should include the following:

- a. Involvement in and leadership of Programme review and development in the discipline;
- b. Leading the development of research in the relevant discipline;
- c. participating on Selection Committees for new staff;
- d. Mentoring new staff members and early career researchers;
- e. Serving on / leading Department/Discipline committees at the request of the Head;
- f. Serving on a Department/Discipline management committee;
- g. Contributing to the enhancement of the research culture of the Department/Discipline.”