1. Advertisement

**Post Title:** Associate Dean, Faculty and Resources (Professor)  
**School/department:** University of Sussex Business School  
**Hours:** full time  
**Contract:** Permanent on either the *Research & Education focused* or *Education focused* career pathway  
**Reference:** 2133  
**Salary:** Competitive  
**Placed on:** 9 October 2019  
**Closing date:** 12 November 2019. Applications must be received by midnight of the closing date.  
**Expected Interview date:** Friday 13 December 2019  
**Expected start date:** As soon as possible

The School is seeking to appoint a full time Associate Dean, Faculty and Resources, who, through effective working with fellow members of the School’s Senior Management Team (SMT), will ensure the effective operation and development of the School’s academic staff. The Associate Dean is also responsible for monitoring the School’s finances, in collaboration with the Dean and the School’s Head of Professional Services.

The Associate Dean role is an exciting opportunity to contribute to the leadership of the School as we implement our strategy. There are three other Associate Deans in the School, each with responsibility for one of the key pillars of the strategy. They are: Associate Dean, Education and Students; Associate Dean, Research; and, Associate Dean, Engagement.

As an established academic leader, you will work with other Associate Deans and Heads of Department to oversee our academic staff. This includes responsibility for probation and promotion processes, and also lead responsibility for workload management.

As a member of the School’s executive team, the Associate Dean will contribute more widely to the leadership of the School, making a significant contribution to the delivery of the School’s ambitious research strategy and expanding education portfolio and our drive to provide an outstanding student experience.

The Associate Dean role embraces two distinct aspects; a managerial element and a substantive academic position. The successful candidate does not need to be a research leader but may instead show a track record to education-related achievement. As such, a professorial post on either the Research and Teaching or Education Excellence career pathway would be available.

For full details and how to apply see our [vacancies page](#)
2. The School

The School celebrates its 10th anniversary in September 2019. The Business School has a distinctive profile among management schools, given its roots in the research and teaching activities of the Science Policy Research Unit (SPRU). SPRU’s focus on innovation and technology as drivers of economic change, combined with an appreciation of the role of public policy on business strategy, continues to mark the School’s approach to research and teaching. SPRU is now one of five departments in the School, with the others being: Accounting and Finance; Economics; Management; and, Strategy and Marketing.

The emphasis on innovation, technology and society is not confined to SPRU. The Accounting and Finance group launched a new BSc in Fintech for September 2019 entry, alongside a new research group; both Economics and Strategy and Marketing departments have interests in behavioural and experimental approaches to decision-making; the Department of Management is home to a concentration of academics working on sustainable production in areas like pharmaceuticals and agriculture. We are truly interdisciplinary, with a focus on research problems, not disciplinary boundaries. For example, our work on sustainable food production involves colleagues from SPRU and Management, while interests in artificial intelligence span SPRU, Management and Economics. We also work with other Sussex Schools of Study, notably the School of Engineering and Informatics and the School of Media Film and Music.

Together, the departments feature a wide range of research activity and teaching programmes. The School has a student population of 4,300, an academic staff complement of over 200 and a professional services staff group numbering some 70 colleagues. The School is highly international with some 60% of academic staff holding non-UK passports. We recruit students from around the world and our research activity is similarly global. We have, for example, significant research collaborations with universities such as Beijing Normal University, Aarhus, Utrecht and Monash.

The School has an outstanding reputation for funded research grant income. Sussex is one of five business schools in the UK – along with Warwick, Imperial, Oxford and Manchester – that, together, account for almost 30% of all funded business and management research in the UK.¹

In 2019 the School adopted a new strategy, *Innovation for Social and Economic Progress*, that will structure our activities until 2024-25. The strategy represents the second phase of the School’s development, creating a cohesive and distinctive business school that builds on traditional Sussex strengths. As part of this strategy, we are committed to:

- Maintaining our position as one of the leading business schools in the UK for funded research, with particular strengths in areas like sustainability, energy and the impact of technological change on the workplace.
- Revising our teaching portfolio to make our research strengths more visible and accessible to students.
- Engaging with our local community, building on existing links with business, charities and government. Several of our research programmes, notably the UK Trade Policy Observatory and the Sussex Energy Group, have outstanding records of engagement with society, informing debate and shaping policy on important issues.

CORE JOB DESCRIPTION

Job Title: Associate Dean, Faculty & Resources (Professor)

Grade: Professor (*Research & Education focussed*) Grade 10

School: University of Sussex Business School

Location: Jubilee Building

Responsible to: Dean of the Business School

Direct reports: Director of Equality, Diversity & Inclusion

Key contacts: Students, other members of Faculty within the School and University, School Officers, academics of similar standing in the field in other institutions.

Role description: Professor is the most senior career-grade teaching and research position. Post-holders are expected to show high academic standing, to make a broad and sustained contribution to their field and discipline nationally and internationally, and to demonstrate sustained exceptional performance in research. They will demonstrate academic leadership in both teaching and research, and support the management and strategic planning processes of the School and the University.

The post is tenable for five years in the first instance, with the expectation of extension. The successful candidate will also be offered a substantive open-ended professorial post in the Business School.

PRINCIPAL ACCOUNTABILITIES

1. To provide academic leadership in the design and delivery of innovative and high-quality teaching programmes.

2. To engage in high-quality research activity resulting in high-quality publications to be submitted to the REF at acceptable levels of volume and academic excellence; to lead major research projects; to consistently secure research funding and third-stream income; and to play a key role in the development and implementation of the School research strategy.

3. To provide guidance, support and mentoring to junior members of staff working in the same or cognate research areas.

4. To play a key role in supporting the management activities of the School and University, and to undertake a significant School directorship role if required.
KEY RESPONSIBILITIES

1. Teaching & Student Support

1.1 Lead the innovative design, development and delivery of the overall curricula.

1.2 Develop the quality assurance framework within the University's overall framework e.g. for the validation and re-validation of courses.

1.3 Regularly review and update course content and teaching materials, ensuring that they remain up-to-date and relevant, incorporating advances in the subject area and utilising appropriate technology.

1.4 Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.

1.5 Actively maintain an understanding of appropriate pedagogy in the subject area.

1.6 Provide academic leadership and inspiration to those teaching within subject area.

1.7 Supervise PhD students and/or externally-funded post doctoral staff.

1.8 Undertake and complete administrative duties required in the professional delivery of teaching.

1.9 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.

1.10 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

2. Research, Scholarship & Enterprise

2.1 Play a leading role in the development and implementation of School research strategies and themes, and lead and co-ordinate research activity in own subject.

2.2 Identify and develop research objectives, and proposals for own or joint research.

2.3 Carry out independent research and act as a Principal Investigator or project leader on major research projects. This may involve leading and line-managing the staff including their recruitment, probation, mentoring, performance review and staff development; managing the budget, and taking responsibility for the delivery of the programme.

2.4 Define research objectives and questions, review and synthesise the outcomes of research studies, and develop ideas for application of research outcomes.

2.5 Develop proposals for major research projects which will make a significant impact, and lead to an increase in knowledge or understanding or the development of new explanations, insights, concepts or processes.

2.6 Produce high-quality research outputs that are world-leading in the field, for publication in monographs or recognised high-quality journals, or performance/exhibition, as
appropriate, and make a significant contribution to the School’s REF assessment at acceptable levels of volume and academic excellence.

2.7 Make presentations at national and international conferences or exhibit work in other appropriate events of a similar standing, and play a lead role in identifying ways to disseminate research outputs informally via the internet, the media and other forms of public engagement.

2.8 Develop and maintain an independent research reputation by, for example, serving on peer review committees, or acting as a referee for journal articles or research grant applications.

2.9 Play a key role in the internal management of the REF assessment exercise.

2.10 Play a lead role in identifying sources of funding and securing bids, both individually and in collaboration with others.

2.11 Play a lead role in identifying and exploring opportunities for enterprise activity, knowledge exchange income and/or consultancy.

2.12 Provide academic leadership and inspiration to those working within own research area, and foster inter-disciplinary team-working.

2.13 Lead and develop internal and external networks to foster collaboration on both an individual level and on behalf of others in the School, share information and ideas, and promote the subject and the University, both nationally and internationally.

2.14 Develop successful links with external contacts such as other educational and research bodies, employers, professional bodies and other providers of funding and research initiatives to foster collaboration and generate income, and to influence the external research and policy agenda.

2.15 Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance and other external decision-making bodies.

2.16 Act as a leading authority in the field or specialism, developing new knowledge, understanding and innovation in the area.

2.17 Conduct risk assessments and take responsibility for the health and safety of others, if required.

3. Contribution to School & University

3.1 Attend and contribute to School meetings.

3.2 Contribute to the overall management of the School in areas such as budget management and business planning.

3.3 Contribute to School- and University-level strategic planning and development.

3.4 Engage in activities beyond day-to-day teaching duties, for example Admissions Days.

3.5 Assist with undergraduate and postgraduate recruitment.

3.6 Chair School or University committees, and participate in University decision-making and governance.
3.7 Undertake a School directorship role, for example Director of Research.

3.8 Advise and provide support to less experienced colleagues, and conduct Performance and Development Reviews, if required.

3.9 Mentor staff in related or cognate research areas, providing advice on personal and career development plans, and assisting them in identifying and securing career development opportunities.

3.10 Undertake additional administrative duties, as required by the Head of School.

4. Role-specific duties

4.1 Supporting the Dean and Head of Professional Services in managing the School’s budget.

4.2 Leading the School’s probation, promotions and workload allocation processes.

4.3 Supporting Heads of Department to lead, manage and develop their teams, ensuring that the School’s strategy is delivered through departmental teaching, research and engagement activity.

4.4 Ensuring, through Heads of Department and the School’s academic leadership structure, that the continuous process of appraisal, performance review and development is in place and effective for all faculty.

4.5 Supporting Heads of Department to respond appropriately to cases of retention; performance, attendance and other staffing issues.

4.6 Leading on staff recruitment across the School.

This job description summarises the main duties and accountabilities of the Associate Dean position and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.
INDICATIVE PERFORMANCE CRITERIA

1. Evidence of quality in teaching and learning demonstrated in a range of measures, including student satisfaction; of thoughtful and effective innovation in the development of new courses and/or programmes; and of leadership in the promotion of teaching and learning in the subject.

2. Proven innovative teaching practice, typically adopted as best-practice within the institution.

3. Evidence of providing, or demonstrable potential to provide academic leadership, development, mentoring and career management advice for colleagues, research assistants and students in the area of teaching and learning.

4. A record of consistent involvement in external examining at research-intensive universities, and other forms of engagement in upholding academic standards.

5. Leadership of a national subject association.

6. Evidence of commitment to improving the student experience and/or leadership of a major change project designed to improve the student experience.

7. Publication of highly-regarded text books or other significant teaching materials for use in higher education, chosen by third parties on a discretionary basis.

8. Evidence of sustained output of high-quality research publications or other recognised forms of output, subjected to peer review and describing significant discoveries, applications or observations.

9. Evidence of leadership in the discipline and cognate disciplines, demonstrating an ability to inspire colleagues to develop their own research potential, including partnerships with individuals and/or bodies of international standing.

10. Sustained record of attracting funds year-on-year, which are notable awards in terms of size and scope, and of leadership of and collaboration in significant research projects and/or consultancy or work with external organisations.

11. Transfer of intellectual property into the wider economy.

12. Development of research and consulting relationships with other organisations, and development of business and community links that bring tangible benefits to the University.

13. Sustained record of successful postgraduate research supervision.

14. Academic distinctions (e.g. academic awards; editorship of, or refereeing for, journals; grant reviewer for awarding bodies; services for learned societies; election to Fellowships).

15. Transfer of research findings into practical applications and/or enrichment of the wider culture through creativity in the social sciences, humanities and the visual and performing arts.

16. External and visiting appointments.

17. Influence on the formulation of policy.
18. Advancement of the discipline through a distinctive contribution to intellectual leadership, professional, clinical or vocational practice.

19. Evidence of enhancing the international standing and profile of the School and University.

20. A sustained contribution to the delivery of University and/or School strategy.


22. A leadership role within the University, creating significant performance improvement.
PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Educated to doctoral level in a relevant discipline (see role-specific criteria below).

2. In-depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.

3. Excellent interpersonal skills, with the proven ability to engage with students using a variety of different methods.

4. Excellent presentation skills, with the proven ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.

5. Significant experience of high-quality teaching at undergraduate and postgraduate level.

6. Successful track record of innovative curriculum design or redesign.

7. Significant track record of influential publications in reputable journals and other appropriate media of similar standing.

8. Successful and sustained track record of generating research and knowledge exchange income that is notable in terms of size and scope, and the translation of research results into practice.

9. Experience of successfully leading large externally-funded research projects.

10. An international reputation in the field of study.

11. Successful track record of supervising postgraduate students.

12. Evidence of proactive contribution to the School and/or University.

13. Leadership and people management skills.


15. Commitment to collegiality and inter-disciplinary working.

16. Excellent organisational and administrative skills.

17. Ability to prioritise and meet deadlines.

18. A willingness to participate in support activities beyond normal teaching duties.

19. Excellent IT skills, with the ability to produce high-quality learning support materials.
ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience of contributing at a senior level to a leadership group. (1)
2. Experience of leading an academic unit of reasonable size, such as a department or substantial research group (1,2)
3. Experience of conducting appraisals and/or other forms of personnel management in an academic context
4. Excellent written and verbal communication skills. (1,2)
5. Ability to manage budgets (1,2)
6. Ability to support students’ and colleagues’ efforts in relation to engagement. (2)
7. Demonstrated ability to work closely and effectively with colleagues including senior colleagues outside of the School. (1)
8. Evidence of high levels of motivation and the personal drive necessary to support change. (1,2)

DESIABLE ROLE-SPECIFIC CRITERIA

1. Experience of developing and implementing academic strategy (2)
2. Experience of leading colleagues though new institution-wide initiatives. (1,2)
3. Evidence of active participation in committee work. (1,2)

(1- Application, 2- Interview)
CORE JOB DESCRIPTION

Job Title: Associate Dean, Faculty & Resources (Professor)
Grade: Professor (Education focused) Grade 10
School: University of Sussex Business School
Location: Jubilee Building
Responsible to: Dean of the Business School
Direct reports: Director of Equality, Diversity & Inclusion
Key contacts: Students, other members of Faculty within the School and University, School Officers, academics of similar standing in the field in other institutions.

Role description: Professor is the most senior career-grade teaching and pedagogic research position. Post-holders are expected to show high academic standing, to make a broad and sustained contribution to their field and discipline nationally and internationally, and to demonstrate sustained exceptional performance in research. They will demonstrate academic leadership in both teaching and research, and support the management and strategic planning processes of the School and the University.

The post is tenable for five years in the first instance, with the expectation of extension. The successful candidate will also be offered a substantive open-ended professorial post in the Business School.

PRINCIPAL ACCOUNTABILITIES

1. To provide academic leadership at School and University level in the design and delivery of innovative and high-quality teaching programme and education strategy.

2. To engage in high-quality pedagogic research activity resulting in high-quality publication outputs.

3. To provide guidance, support and mentoring to junior members of staff working in the same or cognate research areas.

4. To play a key role in supporting the management activities of the School and University, and to undertake a significant School directorship role if required.
KEY RESPONSIBILITIES

1. Teaching & Student Support

1.1 Lead the innovative design, development and delivery of the overall curricula.

1.2 Develop the quality assurance framework within the University’s overall framework e.g. for the validation and re-validation of courses.

1.3 Regularly review and update course content and teaching materials, ensuring that they remain up-to-date and relevant, incorporating advances in the subject area and utilising appropriate technology.

1.4 Set, mark, and assess work and examinations; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.

1.5 Act as a champion for innovative teaching and technology-enhanced learning.

1.6 Actively maintain an understanding of appropriate pedagogy in the subject area.

1.7 Provide academic leadership and inspiration to those teaching within subject area.

1.8 Supervise PhD students and/or externally-funded post doctoral staff.

1.9 Undertake and complete administrative duties required in the professional delivery of teaching.

1.10 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.

1.11 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.

2. Scholarship & Enterprise

2.1 Play a leading role in the development and implementation of School research strategies and themes, and lead and co-ordinate research activity in pedagogy.

2.2 Identify and develop research objectives, and proposals for own or joint research.

2.3 Define research objectives and questions, review and synthesise the outcomes of research studies, and develop ideas for application of research outcomes.

2.4 Develop proposals for major pedagogic research projects which will make a significant impact, and lead to an increase in knowledge or understanding or the development of new explanations, insights, concepts or processes.

2.5 Produce high-quality research outputs that are world-leading in the field, for publication or performance/exhibition, as appropriate.

2.6 Make presentations at national and international conferences or exhibit work in other appropriate events of a similar standing, and play a lead role in identifying ways to disseminate research outputs informally via the internet, the media and other forms of public engagement.
2.7 Develop and maintain an independent research reputation by, for example, serving on peer review committees, or acting as a referee.

2.8 Play a lead role in identifying sources of funding and securing bids, both individually and in collaboration with others.

2.9 Play a lead role in identifying and exploring opportunities for enterprise activity, knowledge exchange income and/or consultancy.

2.10 Provide academic leadership and inspiration to those working within own research area, and foster inter-disciplinary team-working.

2.11 Lead and develop internal and external networks to foster collaboration on both an individual level and on behalf of others in the School, share information and ideas, and promote the subject and the University, both nationally and internationally.

2.12 Develop successful links with external contacts such as other educational and research bodies, employers, professional bodies and other providers of funding and research initiatives to foster collaboration and generate income, and to influence the external research and policy agenda.

2.13 Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance and other external decision-making bodies.

2.14 Make a leading and significant contribution to the development and implementation of education strategy at School and University level and to the field nationally and internationally in terms of education strategy.

2.15 Act as a leading authority in the field or specialism, developing new knowledge, understanding and innovation in the area.

2.16 Conduct risk assessments and take responsibility for the health and safety of others, if required.

3. Contribution to School & University

3.1 Attend and contribute to School meetings.

3.2 Contribute to the overall management of the School in areas such as budget management and business planning.

3.3 Contribute to School- and University-level strategic planning and development.

3.4 Engage in activities beyond day-to-day teaching duties, for example Admissions Days.

3.5 Assist with undergraduate and postgraduate recruitment.

3.6 Chair School or University committees, and participate in University decision-making and governance.

3.7 Undertake a School directorship role, for example Director of Research.

3.8 Advise and provide support to less experienced colleagues, and conduct Performance and Development Reviews, if required.
3.9 Mentor staff in related or cognate research areas, providing advice on personal and career development plans, and assisting them in identifying and securing career development opportunities.

3.10 Undertake additional administrative duties, as required by the Head of School.

4. Role-specific duties

4.1 Supporting the Dean and Head of Professional Services in managing the School’s budget.

4.2 Leading the School’s probation, promotions and workload allocation processes.

4.3 Supporting Heads of Department to lead, manage and develop their teams, ensuring that the School’s strategy is delivered through departmental teaching, research and engagement activity.

4.4 Ensuring, through Heads of Department and the School’s academic leadership structure, that the continuous process of appraisal, performance review and development is in place and effective for all faculty.

4.5 Supporting Heads of Department to respond appropriately to cases of retention; performance, attendance and other staffing issues.

4.6 Leading on staff recruitment across the School.

This job description summarises the main duties and accountabilities of the Associate Dean position and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.
INDICATIVE PERFORMANCE CRITERIA

1. Evidence of quality in teaching and learning demonstrated in a range of measures, including student satisfaction; of thoughtful and effective innovation in the development of new courses and/or programmes; and of leadership in the promotion of teaching and learning in the subject.

2. Proven innovative teaching practice, typically adopted as best-practice within the institution.

3. Evidence of providing, or demonstrable potential to provide academic leadership, development, mentoring and career management advice for colleagues, research assistants and students in the area of teaching and learning.

4. A record of consistent involvement in external examining at research-intensive universities, and other forms of engagement in upholding academic standards.

5. Leadership of a national subject association.

6. Evidence of commitment to improving the student experience and/or leadership of a major change project designed to improve the student experience.

7. Academic distinctions (e.g. academic awards; editorship of, or refereeing for, journals; grant reviewer for awarding bodies; services for learned societies; election to Fellowships).

8. External and visiting appointments.


10. Advancement of the discipline through a distinctive contribution to intellectual leadership, professional, clinical or vocational practice.

11. Evidence of enhancing the international standing and profile of the School and University.

12. A sustained contribution to the delivery of University and/or School strategy.


14. A leadership role within the University, creating significant performance improvement.

15. External and visiting appointments.

16. Influence on the formulation of policy.

17. Advancement of the discipline through a distinctive contribution to intellectual leadership, professional, clinical or vocational practice.

18. Evidence of enhancing the international standing and profile of the School and University.

19. A sustained contribution to the delivery of University and/or School strategy.

20. Evidence of exceptional collegiality.

21. A leadership role within the University, creating significant performance improvement.
PERSON SPECIFICATION

ESSENTIAL CRITERIA

20. Educated to doctoral level in a relevant discipline (see role-specific criteria below).

21. In-depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.

22. Excellent interpersonal skills, with the proven ability to engage with students using a variety of different methods.

23. Excellent presentation skills, with the proven ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.

24. Significant experience of high-quality teaching at undergraduate and postgraduate level.

25. Successful track record of innovative curriculum design or redesign.

26. Significant track record of influential publications in reputable journals and other appropriate media of similar standing.

27. An international reputation in the field of study.

28. Successful track record of supervising postgraduate students.

29. Evidence of proactive contribution to the School and/or University.

30. Leadership and people management skills.

31. Ability to exercise a high degree of innovation and creative problem-solving.

32. Commitment to collegiality and inter-disciplinary working.

33. Excellent organisational and administrative skills.

34. Ability to prioritise and meet deadlines.

35. A willingness to participate in support activities beyond normal teaching duties.

36. Excellent IT skills, with the ability to produce high-quality learning support materials.
ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Experience of contributing at a senior level to a leadership group. (1)

2. Experience of leading an academic unit of reasonable size, such as a department or substantial research group (1,2)

3. Experience of conducting appraisals and/or other forms of personnel management in an academic context

4. Excellent written and verbal communication skills. (1,2)

5. Ability to manage budgets (1,2)

6. Ability to support students’ and colleagues’ efforts in relation to engagement. (2)

7. Demonstrated ability to work closely and effectively with colleagues including senior colleagues outside of the School. (1)

8. Evidence of high levels of motivation and the personal drive necessary to support change. (1,2)

DESIRABLE ROLE-SPECIFIC CRITERIA

1. Experience of developing and implementing academic strategy (2)

2. Experience of leading colleagues though new institution-wide initiatives. (1,2)

3. Evidence of active participation in committee work. (1,2)

(1- Application, 2- Interview)