

## 1. ADVERTISEMENT

**Post Title: Associate Dean Education and Student**

**School/department:** University of Sussex Business School

**Hours:** Full time

Requests for [flexible working](#) options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** JR 10366

**Salary:** Competitive

**Placed on:**

**Closing date:** 01 November 2023 Applications must be received by midnight of the closing date.

**Expected interview date:** 20<sup>th</sup> November 2023

**Expected start date:** Negotiable

The School is seeking applications to join us as Associate Dean, Education and Students. As such, we are looking for recognised academic leaders (Education & Research or Education and Scholarship Pathway) with a distinguished record of research and/or scholarship at a world-leading level and a profile commensurate with a Chair appointment in one of the School's five departments (Accounting and Finance, Economics, Management, Social Policy Research, and Strategy and Marketing). The appointment to this leadership position is fixed for circa 5 years after which you will either join the School's Professoriate full-time in one of the School's departments depending on your expertise or seek an extension for three years.

The University of Sussex Business School is a unique research-focused interdisciplinary school, which takes a strong policy-directed view on business practices while also developing the underlying core disciplines. It includes the Department of Accounting and Finance, the Department of Strategy and Marketing, the Department of Management, the Department of Economics and the Science Policy Research Unit (SPRU).

With such excellent foundations the University of Sussex Business School offers something distinctive and special to the future of business and management research and education in the UK and beyond. It is exceptionally well placed to provide leadership in the development and dissemination of sustainable and inclusive business and management practices, informed by sound economic logic.

The School is EQUIS and AMBA accredited and entering its fourth year of the AACSB accreditation process. It is currently ranked 1st in the UK for annual research income (Chartered Association of Business Schools 2023) and top 15 in the UK for Business and Economics (Times Higher Education World University Rankings 2023).

We are particularly interested in ambitious academic leaders with a proven track record of strategically driving innovation, and continuous improvement in Education. The post holder will be expected to play an active role in further enhancing the School's international reputation and strengthening its standing as a leading business school that collaborates across disciplines to shape global issues in business, management and society, making an impact on policy, practice and people.

In alignment with the School's learning and teaching strategy and the University's Strategic Framework, you will lead the further development and delivery of the School's ambitions. You

will do this by supporting excellent, research-led, transformative teaching and learning, and student experience across the five departments of the School and overseeing its student recruitment. You will be expected to support the needs of our diverse student population, programme portfolio, and drive forward our strategic priorities, initiatives and innovations (<https://www.sussex.ac.uk/business-school/about/vision-mission>). The School is particularly interested in maintaining synergies between its research, teaching activities, societal impact and the graduate labour market.

For more information about the School and its five departments, please visit: <https://www.sussex.ac.uk/business-school/>

Please contact Professors Steve McGuire (Dean of the Business School - [business-dean@sussex.ac.uk](mailto:business-dean@sussex.ac.uk)) or Catherine Liston-Heyes (Associate Dean Faculty and Resources – [c.liston-heyas@sussex.ac.uk](mailto:c.liston-heyas@sussex.ac.uk)) for informal enquiries.

*“Please note that this position may be subject to [ATAS clearance](#) if you require visa sponsorship.”*

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

*The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.*

## CORE JOB DESCRIPTION

|                        |   |
|------------------------|---|
| <b>Job Title:</b>      | Associate Dean Education and Students/ Professor  |
| <b>Grade:</b>          | Professor (Education & Scholarship or Education & Research);<br>Grade 10  |
| <b>School:</b>         | University of Sussex Business School  |
| <b>Location:</b>       | Jubilee Building, Falmer, BN1 9SL   |
| <b>Responsible to:</b> | Dean of the Business School   |
| <b>Direct reports:</b> | n/a   |
| <b>Key contacts:</b>   | Students, other members of Faculty within the School and University, School Officers, academics of similar standing in the field in other institutions. |

**Role description:** Associate Dean Education and Students is a key leadership role at the Business School. The post-holder will provide strategic and operational leadership in learning and teaching for the Business School; be responsible for maintaining and developing the Business School's excellence in learning and teaching in line with the Strategic Framework. He/she will oversee the School's teaching activities - recruitment, teaching and learning - and student experience.

Professor is the most senior career-grade teaching and scholarship/research position. As such, the post-holder is 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 teaching, research and/or scholarship. He/she will also demonstrate academic leadership in teaching, scholarship and research and support the management and strategic planning processes of the School and the University.

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### **Responsibilities – Within the School**

1. To be an active member of the School Senior Management Team and to lead the formulation and implementation of School policy in respect of student recruitment; teaching and learning; the student experience.
2. To oversee the strategic development and review of the School's portfolio of undergraduate and taught postgraduate programmes.
3. To ensure that the quality and standards of the School's provision satisfy the University's assurance framework (including Regulations and Codes of Practice) and enhancement objectives, and that these are recognised in internal and external assessments, including professional body accreditation as appropriate.
4. To oversee with the Dean of the School responses to student-related evaluations, including the National Student Survey, and the development of learning and teaching practices that address relevant issues.
5. To support the professional development of School staff, notably as it relates to a scholarly and research-informed approach to teaching excellence. In this activity, the Associate Dean (Education and Students) will work with the Associate Dean (Faculty & Resources), who has overall responsibility for professional development of academic staff.
6. To pursue his or her own research, scholarship, teaching and enterprise and contribute to the School's research and teaching programmes.
7. To chair the School Learning and Teaching Committee(s) as appropriate.
8. To work with School Professional Services and advise the Senior Management Team on staffing and balance of workload, equipment, space and other resource requirements needed to support the School's learning and teaching provision.
9. To engage in professional development opportunities in the University consistent with the needs and aspirations of the post holder and the University.
10. To take steps to maintain and enhance the experience of all Sussex students.

### **Responsibilities – External to the School**

1. To contribute to institutional strategy in learning and teaching and to represent the School in University learning and teaching fora.
2. To work with the other Associate Deans and colleagues in the central Professional Services to ensure that efficient practice in teaching, and effective student learning and assessment, are shared across the University and promoted within the School.
3. To represent the School as appropriate at external events.

## Responsibilities – General

1. To continue to fulfil all aspects of the substantive post with emphasis on maintaining a strong personal academic profile in teaching, research and engagement, in line with the requirements of the substantive post.
2. To undertake any other related duties as reasonably requested by the Dean of the School.

## Organisational Responsibility

Reports to: Dean of School  
Responsible for: Director of Recruitment and Admissions; Directors of Teaching and Learning (UG and PGT); Director of Student Experience; Director of Recruitment and Admissions; Director of Internationalisation.

## Notes

1. The time commitment of Associate Deans in relation to their responsibilities within and outside the School will be agreed internally and reflected in the School workload model. It should not normally exceed 0.6 FTE. There is an expectation that Schools will provide appropriate research or scholarship support for colleagues in this role if required.
2. How responsibilities within the School are discharged will be influenced by the internal organisation of the School.
3. The role will be supported by an academic team within the School with agreed terms of reference and specific learning and teaching responsibilities. It will also receive administrative support from the School Professional Services in clearly defined areas of learning and teaching, which ensure the effective delivery of the School's objectives.

## Period of Appointment

The normal expectation will be for an Associate Dean to undertake the duties for **five years, with the possibility of an extension for up to a further three years.**

## Remuneration

Undertaking the duties of Associate Dean will be remunerated by an allowance of £6,000 per annum.

## Person Specification

**Job Title:** Associate Dean (Education and Students)

**Grade:** 10

|                                 | <b>Essential</b>   | <b>Desirable</b>   |
|---------------------------------|--|--|
| Leadership Experience           | <p>Experience of leadership in learning and teaching, within a School (1,2)</p> <p>Experience of supporting staff engaged in learning and teaching (1, 2)</p>                                  | <p>Engagement with national /international organisations in relation to learning and teaching (1,2)</p> <p>Experience of developing and implementing academic strategy (2)</p> <p>Evidence of active participation in committee work (1)</p> |
| Teaching Experience             | <p>Experience of delivering high quality teaching at undergraduate and postgraduate (PGT and/or PGR) levels (1, 2)</p> <p>Experience of leading programme and curriculum development (1,2)</p> | <p>Experience of undergraduate/postgraduate recruitment and admissions processes (1,2)</p> <p>Experience of managing resources within a School in relation to learning and teaching (1,2)</p>  |
| Research Experience             | <p>Research/scholarship of national/international standing in his or her field (1,2)</p>   |  |
| Skills, abilities and Knowledge | <p>Interpersonal, communication and team working skills (2)</p> <p>An understanding of issues facing the UK higher education sector, notably in relation to learning and teaching (2)</p>      | <p>Knowledge of Business School Accreditations (EQUIS, AACSB etc.)</p>   |

|           |  |   |
|-----------|--|---|
| Training  | A willingness to undertake further training and personal development as appropriate and to adopt new procedures as and when required (2)     | Senior Fellowship Advance HE (1)            |
| Education | Master's degree in a relevant or cognate discipline (1)  | PhD in a relevant or cognate discipline (1) |
| Other     | To be an advocate for the mainstreaming of the University's Equality, Diversity and Inclusion policy in all aspects of School activities (2) |   |

Method of assessment: 1. application form at shortlisting, 2. interview