

UNIVERSITY OF WARWICK

**Appointment of Chair of the Faculty of Arts**

**Advertisement**

The University is seeking to appoint a Chair of the Faculty of Arts to provide strong academic leadership as we continue to implement our refocused strategy in times of significant opportunity and challenge to the higher education sector in the national and international context. The Chair of Faculty will act as a first port of call for Heads of Departments and, in support of the Provost, will take on some aspects of line management. The Chair of Faculty will play a critical role in the University's governance through representation of the interests of their Faculty in University decision-making. Individuals will be expected to serve for an initial period up to three years, subject to annual renewal by the Faculty.

**Nominations and expressions of interest, setting out the suitability for the role, should be submitted to the Registrar and Chief Operating Officer and must be received no later than 13 March 2015.**

**Where nominations are received it will be clarified with individuals in advance of the selection process whether they are willing to stand. Individuals may be invited to submit further information in support of their application following consideration by the selection panel.**

**Role Description for Chairs of the Faculties**

**Summary Person Specification**

You will have an international record of scholarship and research; demonstrable success as a leader of an academic or research area; a strong track record of delivering success within or across departments or a significant teaching/research activity or group; strong interpersonal and influencing skills; and an ability to assume a high public profile within the University and beyond.

You will dedicate 60% of your time to the role and an honorarium is payable.

**Summary Role Description**

As a member of the University Steering Committee, you will report to the Vice-Chancellor and President or his/her nominee. You will provide academic leadership, on behalf of the Vice-Chancellor, and will represent the Faculty on a number of other committees. You may be asked to lead on specific initiatives in relation to activities within the faculty and play ambassadorial and ceremonial roles in support of the University's activities and strategy.

The Chair of the Faculty shall be appointed from amongst the Professors in the Faculty who have demonstrated academic leadership and have management experience at departmental, Faculty and University levels. The appointment will normally be for a term of up to three years, subject to annual renewal by the Board of the Faculty, on the recommendation of the Vice-Chancellor, in accordance with the University Statutes and renewable for one further consecutive term of office only.

Whilst the role is to represent the Faculty in University matters, you will also work closely with members of the University administration and senior academic managers to deliver agreed priorities as required.

### 1. Objectives

The Chair of Faculty will be responsible for promoting policies, programmes and procedures within the Faculty in order to meet the following key objectives:

- a. To provide high quality support to departments in the Faculty (to include acting as a first port of call and, in support of the Provost, to include some aspects of line management of Heads of Departments);
- b. To act as an advocate for the interests of the Faculty within the University and with external parties;
- c. To promote and lead projects as appropriate to support the development of high quality curricula and assessment practice across all departments in the Faculty, in co-ordination with the University's Teaching and Learning Strategy and the Academic Quality and Standards Committee.
- d. To promote excellence in research within and between departments in the Faculty through a range of activities in liaison with the relevant Pro-Vice-Chancellor;
- e. To provide a focus for collegial activity within the Faculty whilst also being able to take a leading role in supporting Heads of Departments to identify solutions to issues which may occur;
- f. To contribute to, and to Chair and lead relevant panels for the search for, and appointment of, academic staff to departments in the Faculty;
- g. To advise, inform and influence the Faculty on key decisions affecting both it and the University including, through negotiation on behalf of the Faculty, the prioritisation of requests for academic resourcing and supporting the University Strategy;
- h. To lead projects on behalf of the Vice-Chancellor or Provost which have been deemed to have significant beneficial impact on the Faculty, in line with University strategy.

## 2. Job Description

The responsibilities of the Chair of Faculty include, but are not limited to:

- a. To chair meetings of the Board of the Faculty;
- b. To recommend to the Board of the Faculty persons to be appointed as Chairs of sub-committees of the Board and as representatives of the Faculty on Senate and other University committees;
- c. To serve, *ex officio*, on the following University committees: Senate, Steering Committee, Research Committee, Honorary Degrees Committee, Academic Quality and Standards Committee, Information Policy and Strategy Committee, Capital, Space and Amenities Group, Academic Resourcing Committee, and, potentially as Chair, the Investigating Committee and Appeals Committee and any other Committee work as requested by the Vice-Chancellor as the Chair of the Senate.
- d. To serve as a member of:
  - i. Search committees/electoral boards for the appointment of Professors/Professorial Fellows within the Faculty;
  - ii. Selection committees for the appointment of Heads of Department in the Faculty;
  - iii. Selection committees for the appointment of Associate Professors/Senior Teaching or Research Fellows in the Faculty.
- e. To chair selection committees for Assistant Professors and equivalent academic appointments in the Faculty and to nominate, in consultation with the relevant Head of Department, non-departmental members of selection committees for Associate and Assistant Professors and equivalent academic appointments.
- f. The Chair may nominate, with the consent of the Provost, an authorised deputy to perform any of the responsibilities set out in points c to e, above. The arrangements and delegation for responsibilities will be agreed with the Faculty Chair and the nominated deputy and formalised in discussion the Registrar and/or Deputy Registrar.
- g. The Chair will:
  - i. consult, both collectively and individually, regularly with Heads of Departments within the Faculty and with the Chairs of Faculty subcommittees;
  - ii. advise the Provost and liaise with the Pro-Vice-Chancellors and other Chairs of Faculty as required;
  - iii. report to the relevant Board of the Faculty on matters of academic strategy, curriculum development and teaching quality and enhancement, research development, and academic staffing and resourcing as they affect the Faculty and its constituent departments, and on the organisation and development of the Faculty.
- h. Any other duties as determined from time to time by the Vice-Chancellor or Provost.

**University of Warwick**  
**Faculty Chair: Person Specification**

**Professional Attributes**

- Significant Experience of Academic Leadership
- Financial awareness and experience of resource allocation and planning, and monitoring performance against targets.
- Strong academic record in teaching and research
- Able to represent the University nationally and internationally
- Good understanding of the national HE environment
- Experience of delivering successful projects within or between departments or collaborative activities
- Experience of effective line management
- Experience of involvement in the University's decision-making processes

**Personal Attributes**

- Demonstrable skills to inspire and engage people in the development of ideas and delivery of collaborative or strategic projects
- Ability to quickly establish credibility within the role, influencing and building relationships at all levels.
- Leadership skills to motivate, support and provide well-judged guidance to colleagues
- A proactive approach, focused on outcomes
- Effective interpersonal skills, including the ability to influence and negotiate effectively
- Ability to demonstrate tact, diplomacy and respect