



JOB DESCRIPTION

JOB TITLE: Dean	DEPARTMENT: Academics
POSITION REPORTS TO: Vice President Academics	
MAJOR JOB RESPONSIBILITIES	
<ol style="list-style-type: none">1. Subject to the overall supervision of the VP Academics / President, each Dean should have power;<ol style="list-style-type: none">a. To ensure proper implementation of the rules and regulations relating to his school or faculty;b. To regulate the conduct and discipline of the students of his school or faculty and impose penalties including cancellation of the enrollment of the students;c. To coordinate, advise and liaise with the Board, Vice President-Academics, other academic authorities and Vice President Administration and Finance for teaching, research, extension, development works and administrative matters;d. To present candidates for admission to degrees, except honorary degrees, in the course falling within the purview of his school or faculty;e. To appoint examiners for all the examinations of his respective school or faculty;f. To direct teachers, students and staff members of his school or faculty to take up such assignments in connection with teaching and research as he may consider appropriate;g. To nominate teachers, students staff members of his school or faculty for training, fellowships, scholarships and other academic distinctions; andh. To perform such other duties and exercise such other powers as may be assigned to, or vested in him by the Governing Body or the Presidents.	