# VICE-DEAN EDUCATION

**FACULTY………………….**

**Reports to:** The Dean

### **Role profile**

The Vice-Dean Education works closely with the Dean as a member of the Faculty Management Team. Together with the Dean and the Faculty Tutor, the Vice-Dean Education will be a major contributor to the development and implementation of the University’s Education Strategy within the Faculty and ensuring the Faculty Learning and Teaching Strategies are aligned. They will actively undertake UG and PG programme reviews working collaboratively with colleagues across the Faculty and University. The VDE will develop an education strategy that will ensure that our students are given the very best in terms of support, facilities and opportunities. They shall contribute to the overarching Faculty Strategy and will need to be familiar with UCL’s international strategy, public engagement and enterprise activities.

### **Duties and Responsibilities**

The specific duties of the Vice Dean (International) will be agreed by the Dean, with input from VP (I), and may vary from time to time as the priorities of the Faculty change. They will include some or all of the following, as well as others appropriate to prevailing Faculty concerns:

* Advise and assist the Dean in developing the Faculty’s global engagement, in particular Type 2 (Faculty) partnerships.
* Help to develop strategic engagement with selected overseas universities or organisations with complementary profiles to enhance research quality, international research collaborations, student experience (both at the undergraduate and postgraduate levels) and recruitment of high quality international staff and students, becoming familiar with using the Governance Framework for UCL’s global partnerships (in development).
* Working within prevailing UCL academic and QA guidelines and frameworks, initiate and/or facilitate international teaching and research collaborations in areas of both existing and emerging teaching and research strengths, through joint or dual taught and research programmes, including development of joint or dual PhD programmes and staff appointments, where appropriate.
* Assist in the development at Faculty level of international capacity, competency and skills among staff, engaging with UCL-wide initiatives in support of this.
* Engage with UCL-wide programmes and initiatives aimed at enhancing the global nature of students’ experience; and with those aimed at harnessing the influence of international alumni.
* Liaise with the Faculty Manager and International (Recruitment) Office in matters relevant to the Faculty’s international recruitment aspirations.
* Liaise with the Development and Alumni Relations Office (DARO) in developing potential philanthropic opportunities, and in supporting alumni events in the relevant disciplines.
* Establish effective communication channels with Heads of Departments and Research Centres on opportunities arising from the Faculty’s international initiatives.
* Develop and be responsible for an annual budget for the role’s portfolio and manage the expenditure within the agreed budget (up to £150k).
* Establish and chair a Faculty international steering group and invite new PVPI to join it
* Participate in meetings of UCL Vice-Deans (International) and VP (I), OfiA and others as required.
* Represent the Dean in matters related to international relationships of the Faculty, both in the UK and overseas, when required.
* Encourage Faculty members to participate in the Regional Networks organised by OfIA; and to help champion UCL’s global story.

Any other duties commensurate with the grade, spirit and purpose of the post as requested by the Dean.