COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Founded by The Hong Kong Polytechnic University (PolyU), the College of Professional and Continuing Education (CPCE) oversees the operations of the following self-financed education units: the Hong Kong Community College (HKCC), offering quality sub-degree programmes for secondary school leavers; and the School of Professional Education and Executive Development (SPEED), offering professionally oriented academic award programmes for persons at various stages of their career, including top-up degree awards for associate degree and higher diploma graduates.

The College now invites applications or nominations for the following post:

Associate Dean (Quality Assurance) (Ref: 150603-01)

The successful candidate will be appointed as Professor/Principal Lecturer in HKCC/SPEED, commensurate with his/her qualifications and experience, and hold a concurrent associate deanship appointment. The associate deanship appointment is normally for a term of three years, subject to renewal.

The position calls for a visionary academic leader with responsibilities of ensuring the smooth and successful operation and sustainable development of the College and its constituent education units; providing effective leadership to the College; inspiring excellence in delivering quality self-financed programmes at post-secondary level; and fostering strong academic partnerships and collaborations with external organizations in joint projects and new service initiatives for the society.

Job Functions

Reporting to the Dean of CPCE, the appointee will be expected to assume the following responsibilities:

a) provide effective leadership in the development of long-term strategies and plans of the College and its education units, in alignment with the College’s vision and mission, and provide support to its constituent education units for the accomplishment of strategic objectives with high quality standards;

b) assure a high quality of academic activities within the College, including academic programmes, teaching and learning, and in this context, ensure compliance with policies and procedures relating to:
   i) course planning, validation, approval and review;
   ii) course submissions from education units, annual course reports and subject reviews;
   iii) admission of students, confirmation of examination and assessment results, and of awards;

c) provide academic leadership in the promotion of research and scholarly activities;

d) formulate plans and strategies relating to staff recruitment, appraisals and development;

e) oversee marketing and branding;

f) implement an effective mechanism to acquire external resources, donations and other forms of sponsorship to support the College’s pursuits and long-term development;

g) strengthen collaboration among the education units of the College, and departments of PolyU;
h) strengthen local and international networks of partnerships and linkages with the community, particularly the professional, public and business sectors, so as to gain their support for the major strategic initiatives of the College; and

i) undertake other responsibilities and tasks as may be assigned by the Dean of CPCE from time to time.

Qualifications

Applicants should have the following credentials:

a) outstanding academic qualifications at doctoral level, evidence of eminent scholarship and substantial relevant experience in a senior academic position;

b) a strong track record of performance in teaching, professional services and successful leadership and management at a senior level;

c) evidence of success in promoting collaboration across education units so as to build a harmonious, caring and co-operating team in support of the future development;

d) evidence of success in building successful relationship with different stakeholders both internally and externally; and

e) effective communication, interpersonal and resources management skills and excellent adaptability to changes and challenges.

Applicants with good knowledge of the higher education environment in Hong Kong and other regions are preferred.

Remuneration and Conditions of Service

Salary will be commensurate with qualifications and experience. Initial appointment will be made on a fixed-term contract. Re-engagement thereafter is subject to mutual agreement.

Application

Applicants are invited to send curriculum vitae with the names and addresses of three references, and direct any enquiries to the Search Committee for recruitment of Associate Dean (QA) of CPCE, Human Resources Office, College of Professional and Continuing Education, Room 1710, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon [Fax: (852) 2364 0098; E-mail: search.committee@cpce-polyu.edu.hk], quoting the post being applied for and the reference number. Recruitment will continue until the position is filled. Initial consideration of applications will commence in mid-August 2015. Candidature may be obtained by nominations. Nominations can be sent directly to the Human Resources Office by fax or e-mail as mentioned above. The College reserves the right to make an appointment by invitation or not to fill this post. General information about the College is available on the CPCE’s Homepage http://www.cpce-polyu.edu.hk/cpce/. The College Personal Information Collection Statement for recruitment can be found at http://www.cpce-polyu.edu.hk/chro/content.php?cms=878.

Note: College of Professional and Continuing Education Limited is an affiliate of The Hong Kong Polytechnic University.

June 2015