



# Central International University(CIU) (Formerly, Central Hamburg University-CHU)

Contact Germany Addresses  
Beethovenstraße 24, 25337  
Elmshorn, Germany

University Service-UNS  
Hoheluftchaussee 108, 20253  
Hamburg, Germany

[www.central-hamburg-university.de](http://www.central-hamburg-university.de)

Operational Zambia HQ Addresses  
Latterrain Academy  
Mpika, Muchinga Province, Zambia

African Future College LTD  
Alick Nkhata Avenue & Kasiba  
Road, Lusaka, Zambia

St. Nicholas Community Center  
Lusaka, Zambia

Registration Numbers  
Germany VR 4174 HL  
Zambia RNGO101/1199/2020

## Duties & Responsibilities

**The Head Of Faculty(HOF)  
Undergraduate Study & Postgraduate Study  
Central International University(CIU)**

**Region Of Operation  
Zambia and Africa**

**Updated: At CIU Germany HQ, 08.07.2023**

# **Duties & Responsibilities**

The Head Of Faculty(HOF) shall be confined to functions as shortlisted below. Therefore, all the staff are hereby informed by these functions.

## **(A) General Brief Definition:**

The Head of Faculty (HOF) in a university is a senior academic leader who oversees a specific faculty or department within the institution. The HOF is responsible for providing strategic direction, managing faculty operations, and ensuring the delivery of high-quality education and research within their area of responsibility. They play a crucial role in promoting academic excellence, fostering collaboration, and maintaining effective communication between faculty members, students, and university administration.

## **(B) Duties and Responsibilities of the Head of Faculty (HOF) at Central International University (CIU):**

1. Leadership and Strategic Planning:  
Develop and implement the strategic vision, goals, and policies of the faculty, aligning them with the overall objectives of the university.
2. Academic Program Development:  
Oversee the development and enhancement of academic programs, ensuring their relevance, quality, and alignment with industry standards and student needs.
3. Faculty Recruitment and Retention:  
Participate in faculty recruitment processes, including selecting, hiring, and retaining qualified and diverse faculty members who can contribute to the faculty's academic objectives.
4. Faculty Development:  
Support faculty members' professional growth and development through mentoring, training, and opportunities for research, publications, and participation in conferences and workshops.

5. Curriculum Design and Review:  
Collaborate with faculty members to design and review curriculum, ensuring it meets academic standards, reflects current knowledge, and fosters an engaging learning experience for students.
6. Academic Quality Assurance:  
Implement mechanisms for continuous academic quality assurance, such as accreditation processes, program assessments, and monitoring of teaching standards.
7. Research and Innovation:  
Encourage and support faculty members' research and innovation activities, including grant applications, research collaborations, and the dissemination of research findings.
8. Budget Management:  
Manage the faculty's budget, allocate resources effectively, and ensure financial accountability in line with the university's policies and guidelines.
9. Student Support and Welfare:  
Promote a student-centered environment by addressing student concerns, ensuring effective support services, and fostering a positive learning experience for students.
10. Faculty-Student Relations:  
Foster positive and productive relationships between faculty and students, encouraging open communication, addressing student grievances, and promoting a respectful and inclusive learning environment.
11. Collaboration and Interdisciplinary Initiatives:  
Facilitate collaborations and interdisciplinary initiatives within the faculty and across other faculties or departments, fostering innovation, and promoting interdisciplinary research and teaching.
12. Academic Advising:  
Oversee academic advising processes, ensuring students receive appropriate guidance regarding course selection, degree requirements, and career opportunities.
13. Faculty Meetings and Committees:  
Organize and lead faculty meetings, fostering effective communication, collaboration, and decision-making among faculty members. Coordinate faculty committees to address specific academic and administrative matters.

14. External Engagement:

Represent the faculty in external engagements, such as industry partnerships, professional associations, and community outreach activities, to enhance the faculty's reputation and promote collaborative opportunities.

15. Faculty Evaluation and Promotion:

Establish fair and transparent processes for faculty evaluation, promotion, and tenure, recognizing and rewarding excellence in teaching, research, and service.

16. Accreditation and Compliance:

Ensure compliance with accreditation standards, regulatory requirements, and academic policies governing the faculty's operations.

17. Alumni Relations:

Foster strong relationships with alumni, engaging them in faculty activities, seeking their support, and utilizing their expertise to benefit current students and the faculty community.

18. Facility and Resource Management:

Oversee the management of faculty facilities, laboratories, and resources, ensuring they are well-maintained, equipped, and conducive to teaching, research, and learning.

19. Communication with University Administration:

Serve as a liaison between the faculty and the university administration, effectively communicating faculty needs, concerns, and achievements.

20. Strategic Partnerships:

Identify and cultivate strategic partnerships and collaborations with other academic institutions, industry partners, and research organizations to enhance the faculty's academic and research capabilities.

### **(C) Execution of Duties & Responsibilities:**

The execution of duties and responsibilities of the Head of Faculty (HOF) involves:

1. Leadership and Strategic Planning:

The HOF provides visionary leadership, develops long-term strategic plans, and sets goals for the faculty. They ensure that the faculty's direction aligns with the university's overall strategic objectives.

2. Academic Program Development:

The HOF oversees the development and enhancement of academic programs offered by the faculty. They work closely with faculty members to design new programs, update existing ones, and ensure the curriculum meets academic standards and industry requirements.

3. Faculty Recruitment and Retention:

The HOF plays a pivotal role in faculty recruitment processes. They participate in the selection and hiring of qualified faculty members, considering their expertise, teaching abilities, research potential, and commitment to the faculty's mission. Additionally, the HOF implements strategies to retain talented faculty members, fostering a supportive and stimulating work environment.

4. Faculty Development:

The HOF supports the professional development of faculty members. They provide guidance, mentoring, and resources for enhancing teaching methodologies, pedagogical practices, and research capabilities. The HOF encourages faculty members to engage in research, publish scholarly work, and attend conferences and workshops to expand their knowledge and contribute to their fields of expertise.

5. Curriculum Design and Review:

Collaborating with faculty members, the HOF ensures that the curriculum is comprehensive, up-to-date, and aligned with the learning objectives of each academic program. They facilitate curriculum review processes, taking into account student feedback, emerging trends, and advancements in the respective disciplines.

6. Academic Quality Assurance:

The HOF is responsible for ensuring academic quality within the faculty. They implement quality assurance mechanisms, such as program assessment, course evaluations, and monitoring of teaching standards, to maintain and enhance the quality of education delivered by the faculty.

7. Research and Innovation:

The HOF fosters a culture of research and innovation within the faculty. They encourage faculty members to engage in research activities, apply for grants, collaborate with other institutions, and disseminate their research findings. The HOF supports research initiatives and promotes an environment conducive to innovation and knowledge creation.

8. Budget Management:

The HOF manages the faculty's budget effectively, allocating resources to various academic programs, research projects, and faculty needs. They ensure that financial resources are utilized efficiently and in alignment with the faculty's strategic priorities.

9. Student Support and Welfare:

The HOF is committed to providing a supportive and inclusive learning environment for students. They oversee student support services, such as academic advising, counseling, and career guidance, to ensure students receive the necessary assistance to succeed academically and personally.

10. Faculty-Student Relations:

The HOF fosters positive faculty-student relationships, promoting open communication, mutual respect, and collaboration. They address student concerns and grievances promptly, ensuring a harmonious and productive learning environment.

11. Collaboration and Interdisciplinary Initiatives:

The HOF encourages collaboration and interdisciplinary initiatives within the faculty and across other faculties or departments. They facilitate collaborative research projects, joint academic programs, and interdisciplinary teaching activities to foster innovation and promote cross-disciplinary knowledge exchange.

12. Academic Advising:

The HOF oversees the academic advising process, ensuring that students receive accurate guidance regarding course selection, degree requirements, and career opportunities. They support faculty advisors, provide training if necessary, and ensure consistent and effective advising practices.

13. Faculty Meetings and Committees:

The HOF organizes and leads faculty meetings, providing a platform for faculty members to discuss academic matters, share ideas, and make decisions collectively. They establish faculty committees to address specific academic and administrative issues, fostering collaboration and continued: cooperation among faculty members.

14. External Engagement:

The HOF represents the faculty in external engagements, such as industry partnerships, professional associations, and community outreach activities. They seek opportunities for collaborations, establish partnerships with external organizations, and promote the faculty's expertise and contributions.

15. Faculty Evaluation and Promotion:

The HOF establishes fair and transparent processes for faculty evaluation, promotion, and tenure. They review faculty members' teaching effectiveness, research productivity, and service contributions. The HOF ensures that faculty members are recognized and rewarded for their achievements and provides constructive feedback to support their professional growth.

16. Accreditation and Compliance:

The HOF ensures that the faculty meets accreditation standards and regulatory requirements. They oversee the preparation of accreditation reports, ensure compliance with relevant guidelines, and participate in accreditation reviews.

17. Alumni Relations:

The HOF fosters strong relationships with alumni, involving them in faculty activities and seeking their support. They organize alumni events, engage alumni in mentoring programs, and leverage their expertise and networks to benefit current students and the faculty community.

18. Facility and Resource Management:

The HOF oversees the management of faculty facilities, laboratories, and resources. They ensure that facilities are well-maintained, equipped with necessary resources, and conducive to teaching, learning, and research activities.

19. Communication with University Administration:

The HOF serves as a liaison between the faculty and the university administration. They effectively communicate faculty needs, concerns, and achievements to the administration and ensure that decisions and policies are effectively communicated to faculty members.

20. Strategic Partnerships:

The HOF identifies and cultivates strategic partnerships and collaborations with other academic institutions, industry partners, and research organizations. They seek opportunities for joint research projects, exchange programs, and collaborative initiatives to enhance the faculty's academic and research capabilities.

Overall, the HOF plays a crucial role in providing leadership, managing faculty operations, and promoting academic excellence within the university. They ensure effective communication, foster a positive learning environment, and drive the faculty's continuous improvement and success.