



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

In Cooperation With
Twikatane e.V Charity Germany
African Future College LTD Zambia
St. Nicholas Community Center Denmark Zambia

Contact Germany Addresses
Beethovenstraße 24, 25337
Elmshorn, Germany

University Service-UNS
Hoheluftchaussee 108, 20253
Hamburg, Germany

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 Vice Chancellor(VC)
Central International University(CIU)**

**Region Of Operation
Global**

**Currently Serving
Maria C. Brachetti, Italy**

Updated: At CIU Germany HQ, 08.07.2023

Duties & Responsibilities

(A) General Definition of Vice Chancellor of a University

The Vice Chancellor (VC) is the highest-ranking executive and academic officer in a university. They provide leadership, vision, and overall management of the institution, shaping its strategic direction, academic policies, and success.

(B) Main Duties and Responsibilities of the Vice Chancellor (VC) of CIU:

1. Develop and implement the university's vision, mission, and strategic goals.
2. Oversee academic planning, curriculum design, and assessment for academic excellence.
3. Manage financial planning, budget allocation, and resource management.
4. Ensure effective governance by overseeing university governing bodies.
5. Recruit, appoint, and develop faculty and staff members.
6. Enhance student experience through student services and welfare programs.
7. Promote and support research activities, innovation, and collaborations.
8. Represent the university to external stakeholders and foster partnerships.
9. Ensure compliance with accreditation standards and quality assurance.
10. Engage in fundraising efforts and cultivate relationships with donors.
11. Foster community engagement and address societal needs.
12. Develop strategies for international collaborations and attracting international students.
13. Plan and oversee campus development and infrastructure projects.
14. Establish and review policies to ensure compliance with regulations.
15. Lead the university during crises or emergencies.
16. Maintain and enhance relationships with alumni for support and involvement.
17. Ensure academic quality through program reviews and assessments.
18. Manage public relations and media interactions.
19. Foster collaborations with other universities and organizations.
20. Drive continuous improvement of university operations and programs.

(C)Detailed Execution of Duties & Responsibilities:

Here's an expanded version of the detailed execution of duties and responsibilities.

1. Developing and communicating a clear vision and strategic plan for CIU in consultation with key stakeholders:

The Vice Chancellor (VC) takes an active role in leading the development of CIU's vision, mission, and strategic goals. They engage in extensive consultations with various stakeholders, including faculty, staff, students, alumni, and community representatives. Through these consultations, the VC ensures that the university's strategic plan reflects the aspirations and needs of all stakeholders. The VC communicates the plan effectively to the university community through town hall meetings, strategic planning forums, and regular updates.

2. Collaborating with academic deans and faculty members to design and implement innovative academic programs aligned with the university's vision:

The VC works closely with academic deans and faculty members to foster an environment of academic excellence. They facilitate discussions and provide guidance on curriculum design, program development, and the introduction of innovative teaching methods. The VC encourages interdisciplinary collaboration and promotes the integration of emerging trends and technologies into the curriculum. They support faculty in securing research grants, developing partnerships with industry, and publishing their work in reputable journals.

3. Working closely with the finance department to allocate resources effectively, monitor budgetary performance, and seek additional funding sources:

The VC plays a pivotal role in financial management and resource allocation. They work closely with the finance department to develop annual budgets, ensuring that resources are allocated efficiently to support the university's strategic priorities. The VC monitors budgetary performance, regularly reviewing financial reports and making adjustments as necessary. They explore additional funding sources, such as government grants, philanthropic donations, and industry partnerships, to enhance the financial sustainability of the university.

4. Chairing meetings of the university's governing bodies, such as the Board of Trustees, and providing timely reports and recommendations:

As the chief executive officer of CIU, the VC chairs meetings of the university's governing bodies, including the Board of Trustees. They facilitate productive discussions, ensure compliance with governance protocols, and provide regular updates on the university's performance and strategic initiatives. The VC presents reports and recommendations to the governing bodies, drawing on input from various university departments and stakeholders, and seeks approval for important decisions and policies.

5. Overseeing the recruitment, appointment, and professional development of high-quality faculty and staff members:

The VC takes a proactive role in recruiting and appointing highly qualified faculty and staff members who align with CIU's values and academic standards. They work closely with human resources and academic departments to develop comprehensive recruitment strategies, attract top talent, and ensure a fair and transparent selection process. The VC supports the professional development of faculty and staff by facilitating workshops, conferences, and other professional growth opportunities. They also promote a culture of continuous learning and recognize outstanding contributions through awards and incentives.

6. Engaging with student organizations and participating in student events to ensure a positive and supportive learning environment:

The VC recognizes the importance of student engagement and fosters a vibrant campus community. They actively engage with student organizations, attending meetings, events, and social gatherings to understand student needs and concerns. The VC encourages an inclusive and supportive learning environment by promoting diversity, equity, and inclusion initiatives. They address student grievances, advocate for student interests, and collaborate with relevant departments to enhance student services, counseling, and extracurricular activities.

7. Encouraging and supporting faculty members in conducting research, securing grants, and publishing scholarly work:

The VC recognizes the significance of research and scholarship in maintaining CIU's academic standing. They actively encourage faculty members to engage in research activities, secure research grants, and collaborate with peers nationally and internationally. The VC supports the establishment of research centers, institutes, and interdisciplinary research initiatives. They allocate resources for research-related activities, provide mentorship and guidance to junior faculty, and recognize and celebrate faculty achievements through awards and honors.

8. Representing CIU in negotiations, partnerships, and collaborations with government agencies, industry partners, and international institutions:

The VC serves as the chief spokesperson for CIU and represents the university in various external forums and collaborations. They engage in negotiations with government agencies to advocate for the university's interests, secure funding opportunities, and influence policy decisions. The VC fosters strategic partnerships and collaborations with industry leaders, research institutions, and international universities to promote joint research projects, student exchange programs, and knowledge transfer initiatives. They actively participate in conferences, seminars, and professional networks to enhance CIU's visibility and reputation.

9. Establishing mechanisms to monitor and enhance academic quality, including regular program reviews and external assessments:

The VC takes a proactive approach to maintaining and enhancing academic quality at CIU. They establish robust mechanisms to monitor and evaluate the quality of academic programs, ensuring alignment with national and international standards. The VC facilitates regular program reviews, involving faculty, students, and external experts to assess curriculum effectiveness, learning outcomes, and student feedback. They organize external assessments and accreditation processes to validate the quality and credibility of CIU's academic offerings.

10. Leading fundraising campaigns and engaging with potential donors, alumni, and philanthropic organizations to secure financial support for CIU's initiatives:

The VC plays a crucial role in fundraising efforts to support the university's strategic initiatives. They develop fundraising campaigns, leveraging the strengths and unique selling points of CIU. The VC personally engages with potential donors, alumni, and philanthropic organizations, delivering compelling presentations and building relationships. They highlight the impact of donations on scholarships, research, infrastructure development, and community outreach. The VC acknowledges and recognizes the contributions of donors through naming opportunities, donor societies, and public acknowledgments.

11. Initiating and coordinating community engagement programs, such as volunteer initiatives and outreach activities, to contribute to the broader community:

The VC recognizes the importance of community engagement and the university's role in societal development. They initiate and coordinate community outreach programs, such as volunteer initiatives, partnerships with local organizations, and educational outreach activities. The VC encourages faculty, staff, and students to actively participate in community service projects, fostering a sense of social responsibility and civic engagement. They collaborate with community leaders, government agencies, and nonprofit organizations to address community needs and contribute to the well-being of the broader society.

12. Developing internationalization strategies to attract a diverse student body, promote cultural exchange, and facilitate global research collaborations:

The VC promotes internationalization efforts at CIU, aiming to attract a diverse student body and create a global learning environment. They develop strategies to enhance international student recruitment, streamline admissions processes, and provide comprehensive support services to international students. The VC fosters cultural exchange by promoting international student exchange programs, study abroad opportunities, and

multicultural events on campus. They also establish partnerships with international universities and research institutions, facilitating collaborative research projects and faculty exchanges.

13. Collaborating with architects and construction firms to plan and execute campus development projects in line with CIU's growth plans:

The VC oversees the planning and execution of campus development projects to support CIU's growth and create a conducive learning environment. They collaborate with architects, construction firms, and facilities management teams to develop comprehensive master plans for campus expansion, infrastructure upgrades, and modernization initiatives. The VC ensures that campus development aligns with CIU's strategic objectives, sustainability goals, and accessibility standards. They engage with relevant stakeholders to gather feedback and ensure that the campus infrastructure meets the evolving needs of the university community.

14. Reviewing and updating university policies and procedures to ensure compliance with legal and regulatory requirements:

The VC takes responsibility for the review, development, and implementation of university policies and procedures. They work closely with legal counsel, academic and administrative departments, and relevant stakeholders to ensure compliance with applicable laws, regulations, and accreditation standards. The VC conducts regular reviews of existing policies, identifies gaps or areas for improvement, and facilitates policy updates or new policy development. They communicate policy changes effectively to the university community, ensuring transparency and compliance across all departments and stakeholders.

15. Establishing and implementing crisis management protocols to ensure the safety and well-being of students, faculty, and staff during emergencies:

The VC plays a critical role in establishing robust crisis management protocols to address emergencies or unforeseen events. They work closely with campus security, emergency response teams, and relevant authorities to develop comprehensive emergency plans, including evacuation procedures, communication protocols, and incident response strategies. The VC leads crisis management committees, conducts emergency drills, and ensures that all stakeholders are trained and prepared to respond effectively to various emergency situations, prioritizing the safety and well-being of students, faculty, and staff.

16. Cultivating relationships with alumni through events, networking opportunities, and recognition programs to foster their engagement and support:

The VC recognizes the importance of alumni engagement and the role of alumni as valuable ambassadors and supporters of CIU. They organize alumni events, reunions, and networking opportunities to foster connections and maintain a strong alumni network.

The VC acknowledges the achievements of alumni, celebrates their successes, and encourages their involvement in mentoring current students, providing internship opportunities, and contributing to fundraising campaigns. They also establish alumni recognition programs, awards, and scholarships to honor outstanding alumni contributions.

17. Monitoring and evaluating academic programs and faculty performance to maintain high academic standards and improve teaching quality:

The VC maintains a strong focus on academic quality and performance at CIU. They establish mechanisms to monitor and evaluate the effectiveness of academic programs, ensuring they meet rigorous standards and align with industry demands. The VC encourages faculty members to engage in continuous professional development and provides resources for pedagogical training. They conduct regular evaluations of faculty performance, utilizing student feedback, peer reviews, and classroom observations to maintain high teaching standards and identify opportunities for improvement.

18. Engaging with media outlets, issuing press releases, and responding to media inquiries to manage the university's public image effectively:

The VC takes a proactive approach to managing the university's public image and reputation. They engage with media outlets, issue press releases, and respond to media inquiries to ensure accurate and timely communication. The VC establishes relationships with journalists and media representatives, organizing media briefings and interviews to highlight CIU's achievements, research breakthroughs, and community contributions. They work closely with the university's communications team to develop effective communication strategies and ensure consistency in messaging across various media platforms.

19. Initiating and fostering collaborations with other universities, research institutions, and industry partners to promote interdisciplinary research and innovation:

The VC recognizes the importance of collaborations in advancing research, innovation, and academic excellence. They proactively seek opportunities to establish partnerships with other universities, research institutions, and industry leaders. The VC fosters interdisciplinary research collaborations, promoting joint research projects, sharing of resources and expertise, and facilitating the exchange of ideas among researchers. They also explore opportunities for industry collaboration, fostering research partnerships, internships, and employment prospects for CIU students and graduates.

20. Conducting regular evaluations of university operations, academic programs, and student outcomes to identify areas for improvement and implement necessary changes:

The VC is committed to continuous improvement and excellence in university operations. They conduct regular evaluations of various aspects of the university, including administrative processes, academic programs, and student outcomes. The VC collects and analyzes data, seeking input from stakeholders, and identifies areas for improvement based

on evidence and best practices. They implement necessary changes to enhance efficiency, effectiveness, and the overall student experience, ensuring that CIU remains at the forefront of higher education and meets the evolving needs of its stakeholders.

Please note that the execution of duties and responsibilities may vary depending on the specific context, policies, and priorities of Central International University-CIU.