Associate Professor - Computer Science & Head of Programme

The University is seeking applications for a Head of Computer Science programmes at Associate Professor level.

As the head of programmes, the incumbent's responsibilities include:
- Ensuring high-quality provision of the programmes following the University, the professional body and the Malaysian Qualifications Agency requirements. This includes but is not limited to:
  a. Effective teaching delivery of all the modules;
  b. Assessments being carried out as per programmes requirements;
  c. Execution of examination processes; and
  d. Quality assurance audits, and/or activities related to the programmes.
- Overseeing the student admission process for the programmes at all levels ensuring that admission requirements are met.
- Leading and managing all student issues related to the programmes following the University's policies and procedures.
- Ensuring risk assessment for programme activities (including laboratory and workshop activities) is in place and that health and safety requirements are met.
- Providing effective leadership with respect to the portfolio's responsibilities by ensuring that:
  a. The programmes have staff members in appropriate numbers with abilities, attitudes, motivations, performance levels and job descriptions that will support excellent delivery of the programmes;
  b. The budget and resources are efficiently and effectively planned and managed;
  c. Relevant University and Government requirements are met;
  d. Matters related to the programmes are professionally and accurately reported;
  e. Published information on the programmes is accurate; and
  f. Engagement with students, faculties and other departments is effective at all levels.
- Managing any operational issues with respect to the delivery of the programmes.

As an Associate Professor, the incumbent's responsibilities include:

Research

- Planning and coordinating a broad research programme and activity in an area of recognised excellence for the University. Act as principal investigator on projects, responsible for defining original research objectives, developing and managing staff, and attracting funding through bids and reputation. Developing and overseeing the application of innovative and creative research methodologies and techniques that add to the knowledge/understanding of the subject area.

- Developing and sustaining a national and international reputation for research and the enhancement of learning and teaching practice by the regular dissemination and explanation of findings through leading peer-reviewed publications, major conferences, or other relevant events.
- Engaging in external academic activities in accordance with the University's Research Strategy which enhance the University's national/international research profile, e.g. membership of committees of academic bodies, external examining, journal editorships, etc.
- Management of administrative tasks associated with specified research funding, including risk assessment of programme activities, leading project meetings and preparation of annual reports. Management of procedures required to ensure accurate and timely formal reporting and financial control.
- Providing expert advice and subject leadership to other staff and students, including research supervision.

Education

- Contributing to the development of teaching and learning activities at the University, and teaching to the highest quality across a range of modules and to all levels, through lectures, tutorials, practical sessions and seminars.
- Taking responsibility for overseeing, developing and promoting innovative teaching and learning approaches and materials to create interest, understanding and enthusiasm amongst students. Students supervision and providing expert advice on best practice in learning.
- Identifying the learning needs of students and defining learning objectives. Promoting the use of appropriate media to support student learning. Setting and marking coursework and exams, and providing constructive feedback to students.
- Designing, developing and delivering an innovative range of programmes at various levels. Taking responsibility for the quality of the programmes, continually monitoring, evaluating and revising them to ensure excellence and coherence.
- Taking on appropriate coordinating roles to advance student academic development.
- Representing the University externally in the relevant disciplinary community.
- Taking on any other duties as allocated by the line manager following consultation with the post holder.

Applicants applying for this position should possess qualifications and experiences which include:

- A PhD degree in Computer Science.
- Demonstrate a high level of engagement, participation and commitment to support change and development that will contribute positively to the University's Strategic Plan.
- Proven ability to lead a dynamic team of academics and support staff.
- Well-established national and international reputation in relevant subject area.
- Extensive track record of teaching at undergraduate and postgraduate levels.
- Extensive track record of developing and disseminating successful learning approaches.

- Extensive track record of published research.
- Proven ability to plan and shape the direction of an area of research and teaching activity, ensuring plans complement broader research and education strategies.
- Proven ability to develop innovative research proposals and attract research funding.
- Extensive track record of presenting research results at group meetings and conferences.

Application deadline: 20 February 2021

Expected start date: March 2021