

MAURITIUS INSTITUTE OF EDUCATION

POST : **Head of Department**

CRITERIA FOR APPOINTMENT:

- A Selection from the grade of Senior Lecturer and above.
- B Selection to be based on:
 - (i) Academic standing.
 - (ii) Teaching contribution and research potential.
 - (iii) Administrative and leadership qualities.

CONDITIONS OF APPOINTMENT:

- (a) The Head of Department to be appointed by Council on the recommendation of the Appointments Committee, after consultations between the Director and the appropriate Head of School.
- (b) Headship will initially be offered for a period of **two** years but may be extended by the Appointments Committee on the recommendations of the Director.
- (c) The Head of Department shall be responsible to the Head of the School.
- (d) Heads of Departments would be appointed only in departments which have at least **three** academic members of staff.
- (e) Tenure can be terminated at any time on the recommendation of the Appointments Committee.
- (f) The Head of Department shall receive an allowance to be determined by the Pay Research Bureau.

(Contd Head of Department)

DUTIES:

1. The Head of Department must channel all activities academic and others through the Head of School.
1. The Head of Department needs to monitor all assessments and examinations.
3. The Head of Department should hold regular meetings within the department.
4. The Head of Department should coordinate all matters regarding courses allocated to the department.
5. The Head of Department should recommend to the Board of School for Schemes of instructions, study and research allocated to the department.
6. The Head of Department should report to the Board of School on all matters relating to the progress of students following schemes of instruction, study and research allocated to the department.
7. The Head of Department should submit proposals to the Board of School for academic developments.

30 July 2012