



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

### **The Role of Vice Rector (Vice President) for Academic Affairs**

The Vice Rector (Vice President) for Academic Affairs is one of the most senior administrators directing the academic affairs of the University. He/she will assist the Rector in developing and supervising the implementation of academic policies and strategies in order to fulfill the University's missions.

### **Major Responsibilities**

- Be the deputy of the Rector to lead the University in all academic and related matters;
- Co-ordinate all academic activities at local, national and international levels that contribute to the University's strategic academic direction;
- Oversee the academic activities of the faculties, as well as other independent academic units, including both the appointment of academic staff and the oversight of those aspects of the University's assurance systems designed to underpin and guarantee the high quality of the University's teaching and research.

### **Qualification and Personal Characteristics**

The Vice Rector (Vice President) for Academic Affairs should have strong academic credentials as a Full Professor or above in a reputable higher educational institution. The successful candidate should possess the following professional expertise and personal characteristics:

#### **Professional Qualifications and Experience**

- An earned doctorate degree;
- Understanding of best international higher education practice, particularly in the areas of teaching and research;
- At least 5 years experience in a senior academic management position;
- Demonstrable competence in managing sizable groups of academics and professionals;
- Keen interest in and strong commitment to upholding the academic quality and standard of the University.



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

### **Other Personal Characteristics**

- Be a visionary leader, able to communicate the University's vision and mission and inspire trust through an open and consultative style;
- Be forward looking to and able to lead those under him/her to strive for excellence;
- Should have considerable experience in academic programme development and review as well as quality assurance in teaching and learning;
- Vision and demonstrated commitment to promote a student-centered undergraduate experience, graduate education and excellence in research;
- Should have excellent management and interpersonal skills, and able to cope with the University's staff members who have diverse interests;
- An energetic and innovative thinker who has the persistence, enthusiasm and energy to start up new plans and keep them going (general to all);
- Demonstrate good leadership and teamwork, be able to listen and evaluate opinions with good judgment/decisions.

### **Nomination and Application**

**Nomination:** Nomination should be made by a letter of nomination, including the name, position and necessary contact information of the nominee.

**Application:** Application materials must include:

1. a cover letter, which addresses the applicant's qualifications for, and interest in, the position, and a statement demonstrating how the experience, personal qualities and qualifications match the requirements of the position;
2. a detailed curriculum vitae;
3. the names, email and business addresses, and home and business telephone numbers of at least three referees.

Applications should be submitted preferably on or before **February 1, 2014** to:

Human Resources Office, University of Macau  
Av. Padre Tomás Pereira Taipa, Macau, China  
Email: [VRAA.recruit@umac.mo](mailto:VRAA.recruit@umac.mo)  
Tel: +853 8397 8684 or +853 8397 8593



澳門大學  
UNIVERSIDADE DE MACAU  
UNIVERSITY OF MACAU

The position will remain open until filled. The University has appointed Heidrick & Struggles International, Inc. to assist in the search process for this position. Review of applications and nominations will commence immediately. Applicants may consider their applications not successful if they were not invited for an interview within 3 months of application.