

Academic Director

Webster University in Vienna

The **Academic Director (AD)** of the Vienna campus of Webster University is the senior academic officer of the campus and reports to the Director of the Vienna campus. The AD is generally responsible for:

- The management and oversight of all academic programs and activities;
- Establishing and reinforcing policies and practices to safeguard the quality of all academic programs.
- Ensuring a balanced curriculum with academic coherence and financial viability
- Collaborating with Academic Affairs and the Schools and Colleges at the Saint Louis home campus with regard to academic matters at the University.

With regard to **faculty** the AD is responsible for:

- Overseeing and participating in the recruitment of new faculty members;
- The general orientation of new faculty and periodic meetings of all faculty;
- Providing coaching to new faculty and faculty heads, especially part timers, to help integrate them quickly and effectively into the Webster community;
- Defining and reinforcing guidelines and best practices for faculty performance;
- Serving as leader of the General Studies curriculum;
- Reviewing and identifying areas of needed improvement in faculty performance and collaborating with the relevant department head to provide support to faculty members for such improvement.
- Promote faculty scholarship including applied research and artistic performance.
- Supervise faculty scholarship including applied research for the campus in coordination with the Campus Director and Academic Affairs in St. Louis.
- Facilitating the work of the Academic Research Committee for the broadest possible support of faculty scholarly activity and leading the Committee in its deliberations.

With regard to **students** the AD is responsible for:

- Setting and promulgating academic standards in the assessment of student performance;
- Overseeing and tracking the performance of academically weak students, taking decisions concerning probation and dismissal;
- Recruiting effective academic advisors and supervising their activities for the maximum benefit of the student body;
- Organizing periodic meetings of academic advisors;
- Providing for safe and fair hearings for students with complaints about their academic experiences;
- Acting as a final arbiter in disputes and disagreements between teachers and students on all subjects including grading.

In collaboration with the **academic program heads** the AD is responsible for:

- Exploring strategies and identifying new venues for effective promotion of various degree programs and recruitment into them;
- Identifying departmental and/or institutional priorities for action;
- Making decisions about new program options;
- Reviewing course offerings and teaching assignments in each academic area and exploring needed improvements;
- Building a coherent academic team of academic leadership;
- Organizing periodic meetings of academic heads;
- Organizing faculty meetings and workshops.

Direct reports of the AD:

- Five Members of the Academic Team including the Academic Coordinator, Academic Assistant, Registration Officer and Assistant, Librarian/Bookstore Operator
- Seven academic program heads in Business & Management, Information Technology, International Relations, Psychology & Counseling, Art, Media Communications, and English.
- Five academic advisors who serve the needs of UG and GR students.

The AD acts in the absence of the Director and assists the Director in the overall management of the campus as needed.

Accreditation Reports

- Prepare the annual accreditation report for the Austrian Ministry of Education
- Prepare applications for Austrian accreditation of new programs
- Prepare periodic Self-Study reports for Re-accreditation from the Austrian Ministry of Education.
- Fluency in German is highly desirable for Austrian accreditation work

Profile of the Academic Director

The AD will possess the following attributes:

Academic standing:

- An earned doctorate in a field related to Webster University's Vienna academic areas;
- A recognized academic track record with experience in teaching, research, academic leadership and administration;
- A practical knowledge and experience of American higher education and Austrian or European higher education including research systems, regulation and development;
- An appreciation of and experience in multi-disciplinary and international academic environments;
- Commitment to high quality, innovative, student-centered learning;

Management:

- A management style that empowers, enables, and motivates others;
- Excellent communications skills and the ability to engage people in multiple roles and at multiple levels (students, parents, faculty, academic heads, staff members, the university community at large);
- Commitment to the recognition and visibility of Webster University Vienna in academic networks and local environments; in this context fluency in German is highly desirable;
- Commitment to an international, global orientation and community.

Candidates must be able to obtain an Austrian work permit.