



Academic Director

- Reports to:** The Principal
- Salary range:** £55,000 - £61,000
- Location:** Cambridge
- Contract:** Permanent, full time (37.5 hours per week)

Cambridge Muslim College was established in 2009 to develop and disseminate Muslim thought leadership through world-class education, training and research based on dialogue between the Islamic tradition and the circumstances of the modern world. It currently offers a full time BA in Islamic Studies validated by the Open University, a Diploma in Contextual Islamic Studies and an online Diploma in Islamic Psychology. It also organises and delivers a wide range of Continuing Education programmes for the general public.

Job Purpose

To direct and develop the College's teaching staff, academic programmes and research in support of the College's strategic objectives. This involves the strategic and proactive management of people, resources and infrastructure and the development and support of high academic standards according to HE benchmarks. The Academic Director plays a key role in ensuring cohesion to the College's academic vision across all programmes and outputs.

The successful candidate will be a senior academic with academic management experience who can assume responsibility for all aspects of academic programming and research. This includes leadership and oversight on the college's academic vision, strategy, quality, and teaching delivery, including the effective management and development of faculty, resources and student experience. The role reports to the Principal of the College.

Key Responsibilities:

The key responsibilities of the Academic Director fall into four categories: (1) College Management; (2) Curricular Development, (3) Faculty Development and (4) Research Development.

College Management

- Lead on the overall strategic direction and delivery of academic programmes and research in line with the College's vision, the expertise of the research staff and diversity of the students and broader community.
- Serve as the Chair for the Faculty Board and the external Academic Advisory Council.
- Develop and manage a team of Faculty, academic programme managers and academic support staff whose members have clear roles and responsibilities, and high expectations of performance.
- Ensure the accurate dissemination of academic information regarding programmes in coordination with relevant support units, and internal and external stakeholders to ensure effective delivery of the curriculum.
- Promote collaborations amongst faculty, staff and administrators to support the mission of the College.
- Represent the College in university, community and professional activities, meetings, and committees as assigned by the Principal.

Curricular Development

- Oversee the delivery of curricular programmes that are compliant with College policies and accreditation bodies in coordination with the Quality Assurance Manager.
- Lead and advance new curricular initiatives, including convening ad hoc working groups as needed.
- Ensure that all necessary strategies, policies and procedures are in place to assess teaching, student performance and communicate progression in both areas to key stakeholders.
- Lead the collection and review of data to maintain teaching quality (eg. course evaluations, teaching evaluations, teaching qualifications, workload).
- Promote curricular and programmatic assessment, in a manner that ensures continuous quality improvements.

Teaching Staff Development

- Recruit, retain, develop and deploy high calibre faculty appropriately and assist them in managing their workload to achieve their academic goals and the goals of the College.
- Promote faculty development and collaboration, particularly with curricular and programmatic innovation (eg. providing updates on academic trends, new teaching methods, technologies and pedagogies).
- Oversee and manage the academic development and professional progression of faculty members.

Research Development

- Develop a robust research department within the College and establish policies and procedures for communicating research outputs to multiple stakeholders.
- Continued engagement with own academic research and publication.

- Manage academic grants and create collaborations between institutions.
- Identify research priorities for the College and liaise with the Principal and Development Manager to develop funding strategies.
- Recruit, retain and develop post-doctorate researchers and research fellows.

See Person Specification below

Person specification

Education & Experience

- A doctorate is essential, with a minimum of Associate Professor or Senior Lecturer level.
- Minimum of five years management or director level experience in academia.
- Experience in managing faculty, including the development and delivery of academic progression pathways with teaching, research and administration.
- Track record of teaching and research in Islamic Studies.
- Experience of working in a fluid environment where multiple hats are often worn and comfortable switching between tasks frequently.
- Experience in managing compliance with UK HE policies would be an additional benefit.
- Knowledge of the Muslim education sector as it relates to higher education and community engagement is desirable.
- Demonstrated record of academic teaching, scholarly activity, professional service, and the leadership skills necessary to promote these qualities among faculty.
- Experience in administration, including programme and curricular development, assessment, policy development, faculty development, personnel management, and budget management.

Skills and abilities

- First rate leadership skills and the ability to develop the teaching staff.
- Ability to create and lead functional teams, through productive collaborations and partnerships, to achieve targeted goals.
- Strong problem-solving skills, with a demonstrated track record of identifying and filling needs proactively.
- Strong organizational and time management skills, and the ability to set priorities in a dynamic and complex environment to ensure that critical deadlines and milestones are met.
- Strong interpersonal and communication skills, with the enthusiasm and motivation to facilitate the growth and development of programmes in the college.
- Ability to work collegially with diverse stakeholders (e.g. students, faculty, administration, alumni, community and professional partners).
- Ability to promote to engage with and promote diversity, equity and inclusion.
- Commitment to own professional development.
- Willingness to support College activities including occasional out of hours work.
- Commitment to the aims and ethos of the College.