

Head of Department – JD

Job Title: Head of Department (HOD)

Department: Head of Department, Psychology

Reports To: Dean

Employment Type: Full-Time

Working Hours: 8 Hours per day/6 Days a Week

Closing date: 18 July 2026

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Position Overview:

The Head of Department (HOD) provides academic, administrative, and strategic leadership for the department, ensuring high standards in teaching, curriculum development, student outcomes, and faculty performance. The role is responsible for aligning departmental activities with institutional goals, accreditation requirements, and quality assurance standards.

Key Responsibilities:

Leadership & Administration

- Lead and manage the Department, ensuring high academic standards and performance.
- Develop and implement departmental strategic plans and goals.
- Ensure curriculum relevance, academic rigor, and alignment with accreditation standards
- Foster a collegial and inclusive environment that supports faculty and student success.

Academic Oversight

- Ensure the design, review, and delivery of academic programs align with regulatory and accreditation standards.
- Promote innovation in teaching methods and curriculum development.
- Monitor teaching quality and student satisfaction, taking corrective measures as needed.
- Responsible for the preparation and submission of all program documents for accreditation purposes.

Faculty Management

- Recommend for appointment and participate in the recruitment process of academic staff. , Continued mentoring, and support to academic staff; conduct performance evaluations for department staff..
- Ensure faculty workload allocation, performance management, and accountability
- Promote staff development through training, research grants, and academic support.
- Chair departmental meetings and participate in university-level committees and activities.

Research & Scholarship

- Conduct and encourage high-impact research and publications among faculty members.
- Organize conferences, workshops, and guest lectures to enrich the academic environment.
- Coordinate student research dissertations including choosing research topics, supervision, assignment of supervisors, and grading

Student Engagement

- Address student concerns and support academic advising, mentoring, and career guidance
- Encourage and coordinate students` participation in internships, community services, and related professional development activities.
- Ensure fair and timely assessment and feedback systems.
- Promote initiatives that enhance student learning experience and outcomes

Communication & Coordination:

- Facilitate communication between faculty, staff, students, and external partners (if any) regarding programme details, changes, or updates.
- Ensure clear and effective communication of deadlines, requirements, and expectations to all stakeholders.
- Coordinate meetings and events related to programme activities, including academic workshops, guest speakers, and training sessions.

Administrative & Reporting Tasks:

- Prepare reports and documents related to programme performance.

- Track and manage programme budget, ensuring cost-effective use of resources.

Quality Assurance & Continuous Improvement:

- Support the collection of feedback from students, faculty, and other stakeholders to identify areas for programme improvement.
- Assist in the implementation of changes or improvements based on feedback or performance data.
- Ensure adherence to academic and operational policies and procedures in programme delivery.

Program Growth, Marketing & Promotion

- Collaborate with the Marketing and Sales teams to support the promotion and growth of departmental programs
- Contribute to the development of program positioning, value propositions, and academic messaging to ensure accuracy and relevance
- Actively participate in promotional activities such as webinars, info sessions, open days, and outreach initiatives
- Provide academic input for marketing content (brochures, website, campaigns) to ensure alignment with program objectives and credibility
- Support lead conversion efforts by engaging with prospective students where required (e.g., academic counselling, program briefings)
- Identify opportunities to enhance program visibility and enrollment growth in alignment with institutional targets

Key Performance Indicators (KPIs)

1. Course Quality Assurance

- **100% of courses** to undergo formal quality review each semester based on defined academic standards
- **≥ 90% courses** meet or exceed quality benchmarks (content relevance, assessment design, learning outcomes alignment)
- **Corrective actions implemented** for 100% of courses flagged below standard within the next academic cycle

2. Teaching Quality & Faculty Effectiveness

- **100% faculty evaluation coverage** through student feedback each semester
- **≥ 80% faculty** achieve a minimum benchmark score in teaching effectiveness
- **100% faculty participation** in at least one pedagogical training/professional development activity per semester

- Demonstrated **improvement in teaching scores** for underperforming faculty (tracked semester-on-semester)

3. Research & Scholarly Output

- **≥ 1 publication or equivalent** scholarly contribution per year per faculty in your department
- **Year-on-year increase** in departmental research output (publications, conferences, etc.)
- **Active participation** of ≥70% faculty in research or scholarly activities
- **Research funding targets** established and tracked (where applicable)

4. Faculty Development & Engagement

- **≥90% faculty participation** in structured development initiatives (training, workshops, conferences)
- **Faculty engagement index** (participation in departmental initiatives, committees, academic contributions) ≥ defined benchmark
- **Retention of high-performing faculty** ≥85% annually
- Performance contracts (KPIs and PM Forms) in place for **100% faculty**, with periodic review

5. Departmental Administration & Governance

- **100% timely and equitable course allocation** before start of semester (no delays or escalations)
- **100% compliance** with academic policies, reporting timelines, and audit requirements

Eligibility Requirements – Head of Department, Psychology

1. Educational Qualifications

- Ph.D. in Psychology from a recognized and accredited institution.
- Specialization in any major area of psychology is acceptable; preference may be given to candidates with expertise aligned with the department's academic needs.

2. Experience

- Minimum of 5 years of teaching and academic experience in higher education.
- Proven experience in academic leadership, such as Head of Department, Dean, or a similar role.

- Demonstrated record of scholarly research and publications in reputable academic journals.
- Experience in curriculum development, academic quality assurance, faculty supervision, and program management.

3. Skills and Competencies

- Strong leadership and strategic planning abilities.
- Excellent teaching, research, and academic administration skills.
- Sound knowledge of contemporary psychological theories, research methods, and professional ethics.
- Ability to lead faculty, support student development, and foster academic excellence.
- Effective communication, organizational, interpersonal, and decision-making skills.