

Central International University(CIU) (Formerly, Central Hamburg University-CHU)



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Duties & Responsibilities

**The Head of Department (HOD)
University Foundation Course(UFC)
Central International University(CIU)**

**Region Of Operation
Zambia-Africa**

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Duties & Responsibilities

The UFC Head of Department(HOD) shall confine his/her functions as shortlisted below. Therefore, all the staff are hereby informed by these functions.

(A) A General Brief Definition of the Head of Department (HOD) of the "University Foundation Course (UFC)":

The Head of Department (HOD) of the University Foundation Course (UFC) is a faculty member who holds a leadership position in the academic department responsible for overseeing the UFC program within a university. The UFC is a preparatory course designed to provide students with the necessary knowledge and skills required for successful entry into an undergraduate study program. The HOD is responsible for managing and coordinating the UFC department, ensuring the smooth functioning of the program, and guiding students towards a seamless transition into their chosen undergraduate disciplines.

(B) Duties and Responsibilities of the Head of Department (HOD) of the University Foundation Course (UFC) at Central International University (CIU):

1. Develop and implement the overall strategic vision and goals of the UFC department.
2. Design and update the UFC curriculum to align with the requirements and standards of undergraduate programs.
3. Recruit, select, and evaluate instructors and staff members for the UFC program.
4. Provide leadership and mentorship to instructors and staff to maintain a high standard of teaching and student support.
5. Oversee the development of course materials, textbooks, and resources used in the UFC program.
6. Monitor the academic progress of UFC students and implement interventions when necessary.
7. Collaborate with other department heads and faculty to ensure a smooth transition of UFC students into undergraduate programs.
8. Liaise with university administration, faculty, and student services to address any issues related to the UFC program.
9. Coordinate and oversee student admissions, registration, and enrollment processes for the UFC program.
10. Develop and maintain relationships with external organizations, high schools, and educational institutions to promote the UFC program.

11. Stay updated with industry trends and advancements in pedagogy to enhance the quality of the UFC curriculum.
12. Monitor and assess the effectiveness of the UFC program, making necessary improvements based on feedback and evaluation.
13. Ensure compliance with university policies, academic regulations, and accreditation standards within the UFC department.
14. Allocate resources and manage the budget of the UFC program efficiently.
15. Organize and conduct regular departmental meetings to foster collaboration and address any issues or concerns.
16. Represent the UFC department in meetings, committees, and events within the university.
17. Support and encourage research and professional development activities among UFC instructors.
18. Act as a liaison between UFC students, instructors, and university administration, addressing student grievances and concerns.
19. Collaborate with the university's marketing and communications team to promote the UFC program to prospective students.
20. Stay informed about emerging trends and best practices in foundation programs and make recommendations for program enhancements accordingly.

(C) Execution of Duties & Responsibilities:

The execution of duties and responsibilities of the Head of Department (HOD) of the University Foundation Course (UFC) involves:

1. **Strategic Planning and Vision:**
The HOD develops a long-term strategic plan and vision for the UFC department, aligning it with the university's goals and objectives. This includes setting academic targets, defining learning outcomes, and establishing quality assurance mechanisms.
2. **Curriculum Development:**
The HOD works closely with a team of instructors and subject experts to design and update the UFC curriculum. They ensure that the curriculum provides a comprehensive foundation in subjects like mathematics, sciences, humanities, and social sciences, preparing students for various undergraduate disciplines.
3. **Instructor Recruitment and Evaluation:**
The HOD oversees the recruitment, selection, and evaluation of instructors for the UFC program. They establish hiring criteria, conduct interviews, and assess candidates' qualifications and teaching abilities. Ongoing evaluations ensure instructors maintain high standards of teaching.

4. **Staff Management:**
The HOD manages the UFC department's staff members, including administrative personnel and support staff. They delegate responsibilities, provide guidance, and facilitate professional development opportunities to enhance staff performance.
5. **Course Materials and Resources:**
The HOD collaborates with instructors to develop or select appropriate course materials, textbooks, and resources that support the UFC curriculum. They ensure the availability and accessibility of these materials for instructors and students.
6. **Academic Progress Monitoring:**
The HOD monitors the academic progress of UFC students, analyzing their performance, attendance, and engagement. They identify students who require additional support or interventions and implement strategies to assist them in achieving their academic goals.
7. **Collaboration with Other Departments:**
The HOD works closely with other department heads and faculty members to facilitate a seamless transition for UFC students into their chosen undergraduate programs. They coordinate efforts to align curricula, transfer credits, and ensure adequate academic preparation.
8. **University Administration Liaison:**
The HOD acts as a liaison between the UFC department and university administration, addressing any administrative issues, seeking necessary approvals, and ensuring compliance with institutional policies and regulations.
9. **Admissions and Enrollment:**
The HOD oversees the admissions process for UFC students, reviewing applications, conducting interviews, and making admission decisions. They also manage the registration and enrollment processes, ensuring accurate records and efficient procedures.
10. **External Relations:**
The HOD establishes and maintains relationships with external organizations, high schools, and educational institutions to promote the UFC program. They participate in recruitment events, deliver presentations, and engage in collaborative initiatives.
11. **Professional Development:**
The HOD encourages and supports instructors in their professional development pursuits, including attending conferences, workshops, and training programs. They promote research activities and publications relevant to the UFC program.

12. Evaluation and Improvement:

The HOD monitors the effectiveness of the UFC program through student and instructor feedback, assessment data, and external evaluations. They identify areas for improvement, implement necessary changes, and ensure continuous enhancement of the program.

13. Compliance and Accreditation:

The HOD ensures that the UFC program meets all relevant accreditation standards and guidelines. They stay informed about regulatory changes, update policies and procedures accordingly, and prepare documentation for accreditation reviews.

14. Resource Allocation and Budget Management:

The HOD manages the UFC department's resources effectively, including budget allocation, facility requirements, and technology needs. They collaborate with university administrators to secure funding and optimize resource utilization.

15. Departmental Meetings and Communication:

The HOD organizes and conducts regular departmental meetings to facilitate communication, collaboration, and problem-solving. They address any concerns raised by instructors, staff, or students and provide updates on departmental matters.

16. Representation and Engagement:

The HOD represents the UFC department in various university committees, meetings, and events. They contribute to decision-making processes, advocate for the UFC program's needs, and promote its importance within the university community.

17. Student Support and Grievance Handling:

The HOD serves as a point of contact for UFC students, addressing their academic concerns, grievances, and suggestions. They facilitate a supportive learning environment, guide students in their academic journeys, and ensure fair resolution of conflicts.

18. Marketing and Promotion:

The HOD collaborates with the university's marketing and communications team to promote the UFC program to prospective students. They provide accurate program information, participate in marketing campaigns, and engage with potential applicants.

19. Research and Innovation:

The HOD encourages research activities among UFC instructors, promoting a culture of innovation within the department. They facilitate research collaborations, support grant applications, and recognize and showcase faculty achievements.

20. Professional Development:

The HOD keeps abreast of emerging trends, pedagogical advancements, and best practices in foundation programs. They participate in professional development activities, engage in continuous learning, and share knowledge and expertise with instructors and staff.