

Associate Chair, College of Computer Engineering and
Sciences
Prince Mohammad Bin Fahd University

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Posted Dec. 12, 2024, set to expire Nov. 27, 2025

Job Title	Associate Chair, College of Computer Engineering and Sciences
Department	College of Computer Engineering and Sciences
Institution	Prince Mohammad Bin Fahd University Al Khobar, , Saudi Arabia
Date Posted	Dec. 12, 2024
Application Deadline	Open until filled
Position Start Date	Spring 2025
Job Categories	Associate/Assistant Head Department Head/Head/Chair
Academic Field(s)	Computer/Information Sciences
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Job Description

AL-KHOBAR, KINGDOM OF SAUDI ARABIA

Position: Associate Chair, College of Computer Engineering and Sciences

Department: Computer Engineering and Sciences

School: Prince Mohammed Bin Fahd University

Reports to: College Dean

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General Description

Highly qualified candidate is required for the College of Computer Engineering and Science (CCES) at Prince Mohammad Bin Fahd University. The successful candidate for this position will serve as a member of the College administration. The Associate chair coordinates departmental activity with the activities of the different units in the College and the University and, in collaboration with other members of the college administration, assists in the development and implementation of College initiatives. This position will report to the Dean of the College of Computer Engineering and Sciences.

Qualifications & Experience (Required)

- A Ph.D. in Computer related field (Computer Science, Computer Engineering, Software Engineering, Information technology, etc.) from an accredited, reputable Western university.
- The Candidate should have a minimum of 5 years of academic experience (teaching, admin, research, etc.)
- Industrial experience is a Plus.
- The Candidate is expected to have excellent command of the English Language.
- The candidate should be familiar with technology infused academic environments.

Previous experience in the **Middle East** or **GCC** countries is a plus

Duties and Responsibilities

The Associate Chair is responsible for the following duties:

- Serve as a liaison between both campuses and other units of the institution
- Insure compliance with College and University rules and regulations
- Oversee curriculum development and revisions for the college programs
- Review and assess academic programs offered by the department
- Assess general education outcomes in core courses taught by different programs
- Support managing course schedules that serve program and student needs
- Support managing course registrations and instructors' assignments
- Participate and assist CCES faculty in university and community service activities as appropriate
- Support college Recruitment efforts and support faculty
- Support Evaluating faculty and staff
- Support and oversee the overall development of CCES faculty and staff
- Carry out the duties in accordance with the College values and standards and in line with College policies and procedures, upholding high professional standards and leading by example.

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- Work with students as members of a learning community to provide world-class education and an excellent student experience.
- Integrate the College value of inclusiveness into all appropriate aspects of the job, respecting the dignity and diversity of all members of the College community and of visitors to the College.
- Contribute at an appropriate level to school and faculty policy and practice in teaching.
- Play a significant role in the design, development, and planning of courses and programs within the subject area as required.
- Play a significant role in the review of courses and programs and in assessment, quality assurance, and quality enhancement as required.
- Provide general support and guidance to students, resolving issues and/or referring to specialist parties, where appropriate.
- Teach certain courses offered by the CCES college per semester
- Participate in research and scholarly activities.

Remuneration and Benefits

PMU offers an income tax-free compensation package, commensurate with rank and experience, including 12-month salary, PMU accommodation, annual vacation, and annual round-trip airfare to the home country, medical insurance and end of contract benefits.

How to Apply

Application to this position require a letter of interest, curriculum vita (include a recent photo; state citizenship; and links to Google Scholar & Scopus and LinkedIn profile), unofficial copy of Ph.D. Diploma, statement of research and teaching interests and a portfolio (no more than 20 pages long) that includes representative professional work depicting evidence of research, teaching activities; a narrative of administrative and leadership philosophy including a statement of past and proposed efforts to enhance diversity as well as the names, addresses, phone numbers and email addresses of at least three professional references who may be contacted, with permission of the candidate, following initial evaluations by the search committee.

Note: In order to apply for a position of Associate / Full Professor, candidates must provide a **letter of promotion** from an academic institution with a documented due process to the rank of Associate / Full Professor.

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Positions advertised on our job website and can be closed at the discretion of the department at any time. This position is open until filled. This employment site is updated on a regular basis. The length of the recruitment and screening process may vary from position to position, depending upon a variety of factors. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted by phone or email.

Review of applications will begin immediately and continue until positions are filled.

- Please mention the name of the source/website where you have seen this advertisement
- Only short listed candidates will be contacted.

For submission of applications, log-on to our career site:

<https://pmu.taleo.net/careersection/ex/jobsearch.ftl>

Alternatively, send your application by email to vacancies@pmu.edu.sa in the event of an unsuccessful online application. (Please specify Position Applied for: Ex: Associate Chair in Computer Engineering" in the email subject line and please mention the name of the source/website where you have seen this advertisement)

Disclaimer

PMU reserves the right to alter, amend and add responsibilities to this position in line with the institutional needs. Changes and amendments to this job description shall be within the academic framework and the general employment conditions.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact International Recruitment
Prince Mohammad Bin Fahd University
Al Khobar, Eastern
Saudi Arabia

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