CANDIDATE INFORMATION PACK

ACADEMIC DEAN
LANCASTER UNIVERSITY LEIPZIG

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A WARM WELCOME

Professor Simon Guy, Pro-Vice Chancellor, Global (Digital, International and Sustainability)

Lancaster University is seeking an outstanding leader for the post of Academic Dean, Lancaster University Leipzig. As Academic Dean, you will be the senior representative for the university’s latest strategic partnership, Lancaster University Leipzig, Germany and will be key in further developing the Campus and scaling-up the exciting foundations we now have in place.

The Leipzig campus offers Lancaster University degree programmes, with the University retaining responsibility over academic matters including Lancaster staff teaching the degree programmes. Navitas, who Lancaster are partnering with at this campus, are responsible for the Pathway Programmes, provision of leased premises and facilities for the campus, student recruitment and support services and administrative staff. We operate a ‘One Lancaster University Leipzig’ partnership model and have already assembled an outstanding academic and administrative team, established a great new campus in the heart of Leipzig and have a growing and internationally diverse community of students.

Lancaster is constantly developing partnerships across the world to ensure it delivers teaching that takes students to the frontiers of knowledge and produces graduates who can compete in a global job market. We currently have partnerships with leading universities and institutions in 24 countries around the world and in addition to the Leipzig Campus, we are very proud of our successful overseas campuses in Malaysia, China and Ghana. We also have students from 100 different countries studying in the UK, and research partners in 60 countries. As Academic Dean Leipzig you will work with senior colleagues on other campuses and myself to develop Lancaster University’s international plan to become recognised as a truly global and inter-connected International University.
EXECUTIVE SUMMARY

Lancaster University’s global impact has been recognised by the Times and Sunday Times awarding Lancaster International University of the Year 2020. Lancaster has a number of partnerships across the world to ensure it delivers teaching that takes students to the frontiers of knowledge and produces graduates who can compete in a global job market. Lancaster has four strategic global partnerships offering Lancaster degrees in China, Germany, Ghana and Malaysia and the vision for all of our strategic partnerships is to offer a full university experience across teaching, research and engagement.

The Lancaster University Leipzig campus (LU Leipzig) is the latest addition to our expanding global presence, opening in 2020, and we are pleased to be working with leading education provider Navitas, to develop and grow our university campus in Leipzig, Germany. The Academic Dean will play a pivotal role in the development of our campus and in the evolution and advancement of Lancaster’s presence in the region and beyond.

Leipzig is a growing and dynamic city that is a centre of technological competence, innovation and global industry. Leipzig has high employability prospects, a vibrant student life and low cost of living. It also has post-study work rights with easy transition to permanent residence for international students, and presents prospects for students across several contexts. The LU Leipzig campus will contribute to an already vibrant higher education ecosystem. The city boasts a growing economy and population with whom the LU Leipzig team will engage and represent the university.

LU Leipzig currently offers four Lancaster University undergraduate programmes and one postgraduate programme taught by outstanding academic staff recruited from top universities globally and employed by Lancaster University. The campus also offers two Lancaster University endorsed Foundation programmes and a Pre-Masters Programme delivered by our partner, Navitas and endorsed by Lancaster University.

Our pioneering foundation programme student cohort started in January 2020 with the undergraduate cohort joining them in September 2020. The Postgraduate and Pre-Masters programmes will start in Autumn 2022 and we are looking forward to welcoming our inaugural postgraduate cohorts to the campus. In only our third major intake we have students from 33 countries represented at the campus, cementing LU Leipzig as Lancaster University’s most international strategic partner campus.
THE ORGANISATION

LANCASTER UNIVERSITY

Lancaster University has a world class reputation as a centre for excellence in research, teaching and scholarship. Ranked as one of the top universities in the world and as a top ranked UK university (in The Times, Guardian and Complete University league tables) and International University of the Year (The Times and The Sunday Times Good University Guide 2020), Lancaster continues to sustain and enhance its reputation for teaching and research excellence both nationally and internationally. Lancaster University was rated the highest level of Gold in the 2017 Teaching Excellence Framework (TEF) and is ranked in the UK top 5 for student satisfaction, and ranked 7th for teaching in Europe.

The University places great emphasis on a strong student experience and gives students access to academics who are experts in their field, whilst providing an integrative environment that is conducive to learning for a culturally and ethnically diverse student population. Research led teaching provides students with a challenging and stimulating experience leading to exceptional graduation outcomes post study.
LANCASTER UNIVERSITY, LEIPZIG CAMPUS

Lancaster University Leipzig is a branch campus of Lancaster University, UK. Lancaster University is committed to providing the same academic quality and fully rounded student experience as in the UK. Lancaster University Leipzig will engage in both teaching and research activities, and further develop the University’s global reputation for excellence.

Lancaster University’s operation in Leipzig has been approved by the Saxon State Ministry for Higher Education, Research and the Arts. The campus is located in the heart of the City of Leipzig and welcomes students from around the Globe. Now in its 3rd year of operation, Lancaster University Leipzig has over 100 students on its programmes and 13 Lancaster University employed staff. There are also 22 teaching and Professional Service staff at the campus employed through our partner Navitas. There are ambitious plans to grow the programme portfolio and the number of students and staff significantly over the next 5 years.

LANCASTER UNIVERSITY LEIPZIG CURRENT PORTFOLIO

PATHWAY PROGRAMMES
- International Foundation (Business)
- International Foundation (Computer Science)
- Pre-Masters Programme (Business)

UNDERGRADUATE PROGRAMMES
- BSc (Hons) Accounting and Finance
- BSc (Hons) Business Management
- BSc (Hons) Computer Science
- BSc (Hons) Software Engineering

POSTGRADUATE PROGRAMMES
- MSc Logistics and Supply Chain Management
THE POSITION

You will play a lead role in the development of the campus and its place in the Lancaster global community. Key to success will be ensuring the quality of teaching, student experience, research and community engagement. You will work to ensure that Lancaster’s standards are met or exceeded.

The position will be based on the Leipzig Campus with a requirement for travel, both within Germany and internationally.

JOB PURPOSE

The Academic Dean is the senior representative for Lancaster University on the LU Leipzig Campus. The primary remit of the position is to support the building of a successful branch campus and, as the Campus develops, to advance partnership activities along three major themes: teaching, research and engagement.

The Academic Dean is the senior academic posting at LU Leipzig and holds primary responsibility for representing Lancaster with academic and professional services partner staff, students and various external agencies whilst acting as senior liaison to Lancaster staff in the UK.
MAJOR DUTIES

As Academic Dean and a member of the Operations Management Group, the Academic Dean is the Senior Lancaster University representative at LU Leipzig and will play a front line role in the following:

1. Leading and managing Lancaster University’s interests and responsibilities in regards the Lancaster University Degree programmes at Leipzig, including ensuring effective course delivery, the quality of the teaching, and enhancing standards; promoting existing academic programmes, and advising, facilitating and supporting the development of new opportunities across the academic portfolio.

2. Working to ensure that the partnership maintains a high profile and reputation in Germany and the broader European region and assisting in the development of Lancaster University Leipzig as a leading HE provider in Germany.

3. With the PVC Global (PVC-G) and colleagues, finalising the strategic plan for development of LU Leipzig and ensuring that the plan fits with Lancaster University’s strategy.

4. Implementing the development plan at LU Leipzig and preparing the annual work plan.

5. Working with the senior management at LU Leipzig and contributing to strategic planning through attendance at relevant committee meetings as agreed.

6. Initiating, maintaining and enhancing a close working relationship with colleagues and senior management of LU Leipzig and Lancaster University.

7. Supporting the PVC-G in the management of the partnership from a Lancaster University perspective, including the provision of information to the PVC-G and Project Management Group.

8. Attending all Project Management Group meetings with Lancaster University via digital communication where appropriate. Undertaking physical visits to Lancaster University to strengthen the working relationship between partners.

9. Quality assurance – holding primary responsibility for:
   (i) the quality assurance of any work associated with the University partnership and monitoring and assisting with institutional (QAA) guidance with respect to moderation of assessment and marking
   (ii) the appointment of external examiners and the conduct of exam boards and other such appropriate requirements
   (iii) participation in partner and joint exam boards
   (iv) oversight of relevant data platforms as the means by which the partnership is administered from a QA perspective
   (v) providing periodic reports to the PVC-G and Joint Institute Group on QA issues
   (vi) dealing with QA related issues that arise
   (vii) QA oversight of pathway programmes in to the degree programmes

10. Organising teaching and academic research activities and ensuring educational quality.

11. Liaising fully with all Lancaster University staff resident at LU Leipzig, providing mentoring and development opportunities.

12. Supporting the marketing and recruitment team at LU Leipzig with student recruitment; including attendance at fairs (domestic and overseas) to raise the profile of, and assist in the recruitment of, students to both the Leipzig and Lancaster campuses.

13. Promoting opportunities for students at LU Leipzig to visit other LU campuses for study visits or further study.

14. Working to develop and promote the activities between LU Leipzig and Lancaster University leveraging academic, industry and wider networks.

15. Building engagement networks for Lancaster University within the region including liaison with alumni, public, authorities and communities.

16. Contributing guest lectures and teaching modules to undergraduate and/or post graduate students.

17. Ensuring the recruitment and retention of high quality academic staff and acting as Line Manager to all LU employed staff in LU Leipzig.

18. Undertaking any other reasonable duties assigned by the PVC-G and the Joint Implementation Group.
THE PERSON

ESSENTIAL CRITERIA
- Relevant experience in higher education.
- Proven ability as an academic manager, and ability to work effectively as a part of a team.
- Experience of, or understanding of, UK HEI processes, standards and approach to curriculum design and assessment.
- Excellent administration, communication and presentation skills, able to represent Lancaster University overseas.
- Experience of developing new programmes of study at UG and PG level, and experience of accreditation processes.
- A PhD or equivalent academic record or experience deemed to be equivalent.
- Willingness to be involved in all aspects of the operation to create an effective organisation.
- Proven ability to nurture and grow research activity on the campus.
- Experience of working in multilingual and multicultural settings. Ability to be able to communicate and conduct business in the German Language.

DESIRABLE CRITERIA
- Established record of high quality research and/or teaching or engagement, including research supervision.
- Some experience in marketing e.g. representing an HE institution in recruitment.
- Able to contribute to teaching modules to undergraduate and/or post graduate students.

EMPLOYEE BENEFITS AND REWARD PACKAGE

REMUNERATION
The salary for this post is on the Senior Salary Scale at Lancaster, offering a highly competitive reward package and is part of a well-developed framework that allows reward progression.

PENSION
In addition to a state pension, after the qualifying period staff are eligible for a workplace pension.

RELOCATION
For those relocating nationally or internationally a generous relocation package is available and visa/immigration support if required.

FLEXIBLE WORKING
We are committed to family-friendly and flexible working policies on an individual basis.
THE LOCATION

LEIPZIG AS A PLACE TO LIVE AND WORK

According to a recent study, Leipzig is the fastest growing city in Germany. By 2035, population growth of around 16 percent is expected. At the same time nationwide a stronger city-country gradient is expected. Overall, according to a study by the Berlin Institute for Population and Development, Saxony is economically on the fast track with Potsdam, Dresden, Erfurt, Halle, Magdeburg and Jena also growing.

There are currently almost 40,000 students studying for an academic qualification in the city of Leipzig. It is a large, dynamic city in the state of Saxony, which is home to renowned architecture, stunning landmarks, a diverse range of activities and beautiful green space. Leipzig is very popular and captivating for young people. Over the course of several years, the city has become extremely popular and attractive to students. Even young people living or working in Berlin have started to move towards Leipzig, only 90 minutes from the German capital.

Beautifully green, the Leipzig Auwald (large wetland forest park) stretches across the city from north to south and offers a great place to relax. A large network of waterways and rivers work their way through the city, leading to man made lakes situated to the south of the city. Cospudener Lake, is one of Leipzig’s most popular swimming, sunbathing and boating spots – a great weekend escape and only a bus journey away.

Leipzig Halle Airport is located near the city and offers flights to Frankfurt, Munich, Istanbul, Vienna and London - perfect for a weekend of exploring!

Berlin has two airports, offering an extensive number of international connections and only a 90-minute train journey from Leipzig.
HOW TO APPLY

Lancaster University has retained executive search partner Minerva (www.minervasearch.com) to advise on this appointment.

For an initial conversation about the role please contact luleipzig@minervasearch.com.

Interested candidates should send a full curriculum vitae and a covering letter outlining how you meet the job description and the person specification to luleipzig@minervasearch.com.

There will be an opportunity for shortlisted candidates to visit Lancaster University Leipzig and meet with key staff in the lead up to interviews.