



NOTICE

POST OF DIRECTOR / [PART TIME]

ACADEMIC AFFAIRS DIVISION (AAD), UNIVERSITY OF PERADENIYA

Applications are invited from Senior Academic Staff Members (Senior Lecturer Grade I and above) having teaching and research experience in the field of academic administration.

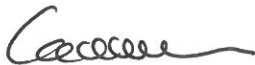
The Director will

- Undertake activities of the Academic Development and Planning Committee, including, review of proposals submitted to the ADPC for new academic programs and revisions of existing programs.
- Coordinate among various divisions including Center for Quality Assurance, Staff Development Center, University Research Council, and International Affairs Office on matters concerning academic development.
- Assist the Vice Chancellor and academic authorities to prepare comprehensive academic development plans and identify priorities for academic development of the university.
- Conduct needs assessment studies/surveys on employment market trends, and forecast manpower needs of the country, and make the results of such studies/surveys available to respective academic bodies of the university.
- Identify and propose new academic programmes or courses, new faculties or departments or centers or units based on market trends and forecasts.
- Assess and identify the needs for institutional restructuring and reforms for improving academic performance, and report them to the Vice Chancellor to take appropriate action.

- Assist the faculties to synchronize academic calendars and time tables across faculties.
- Search ways of integrating postgraduate institutes into university structure.
- Liaison with the CQA in matters related to academic development.
- Undertake any other academic matter assigned by the Vice Chancellor and/or by any academic authority.

The appointment will be for a period of three years and the Director will have to serve the AAD a minimum of 15 hours per week and report to the Vice-Chancellor. The position carries an allowance of 25% of the basic salary.

Self made applications along with an updated CV and one page statement on how you would contribute towards the advancement of the AAD should be submitted to the Vice Chancellor on or before **23rd May 2022**.



**VICE-CHANCELLOR
UNIVERSITY OF PERADENIYA**