



Rector for Sharda University Uzbekistan

Job Description Summary

General Statement of Duties:

The Rector serves as the on-site academic administrator for Sharda University Uzbekistan campus at Andijan. Works at the general direction of Sharda University Uzbekistan's Chancellor. This position serves as the Chief Academic Officer in Andijan and manages the academic aspects of all the programs.

Educational Qualifications

Education: Ph.D. degree with significant experience abroad in accredited institutions will be considered.

Functional/Technical Skills

Excellent communication skills, ability to work with a variety of constituents across a global network. Commitment to high quality, innovative, student centric learning experience Fluency in English and Russian. Ability to work in Uzbekistan.

Preferred Qualifications

Demonstrated leadership and administrative track record of an organization with an international focus on European style of teaching-learning. Experience and knowledge of international academic leadership and administration. Familiarity with academic program delivery, faculty leadership and student affairs. Knowledge of university administration, policy and procedures. Understanding of higher education issues including enrolment, examination, management and technology driven student engagement.

Essential Duties and Responsibilities

Will serve as a member of appropriate committees with responsibilities for planning and delivery of Sharda University Uzbekistan programs in Andijan. The Rector shall be responsible for the following areas:

- Academic Affairs: In collaboration with the academic staff, lead all facets of program delivery, faculty recruitment, course planning, and scheduling for the academic offerings in Uzbekistan. Plan the delivery and scheduling of undergraduate general education offerings. Lead regular faculty meetings with local and Sharda University, Greater Noida network faculty, teaching courses at Uzbekistan. In collaboration with the Sharda University Greater Noida, ensure that faculty at Uzbekistan receive appropriate faculty development opportunities and training on relevant academic standards. Evaluate and review faculty in accordance to University's academic processes, policy and guidelines.
- Students Affairs: Plan, develop, and deliver student orientation and related meetings for the University programs at Uzbekistan. In collaboration with the support units, ensure that academic support is delivered to students at Uzbekistan. Serve with regards to University

policy and standards for student petitions and appeals for programs in Uzbekistan. Serve as a main advisor or coordinator for the Sharda University Uzbekistan and Sharda University Greater Noida study abroad students at Uzbekistan or vice versa.

- Academic Policy: Enforce all University academic policies, including; admission criteria, registrations, probation and dismissal guidelines, transfer policies, graduation requirements and other academic advising or academic standing policies. Collaborate, with appropriate Ministry personnel regarding marketing and recruiting for University programs in Uzbekistan. Maintain academic standards consistent with all general University policies and requirements.
- Curricular and Program Delivery: Coordinate and enforce all aspects of the University's academic programs. Maintain all University academic requirements and standards for University academic programs offered at Uzbekistan. Insure all course syllabi including: course descriptions, outcome statements, course outlines, and course materials are consistent with University academic standards.

About Sharda University Greater Noida NCR India:

Sharda University has been established through an Act passed by the U.P. legislature (14 of 2009) in March 2009 and is registered under Section 2f of the UGC Act, 1956. It has been empowered under Section 22 of the UGC Act to award degrees, diplomas and other academic distinction. The University has been accredited by NAAC in September 2016 and ranked by the NIRF-2017 amongst the top 200 Universities in the Country. It has a compact campus spread over 63 acres of land, with 35 lakh sq.mtr. of built-up area with state-of-art infrastructure and Wi-Fi connectivity.

The university offers more than 150 programs through 13 Schools of Studies in almost all disciplines of pure and applied sciences, engineering & technology, management, humanity, architecture, design, mass communication, education, law, nursing, pharmacy, dental and medical sciences. The Academic programmes of the University have been duly approved by the Academic / Executive Council of the University and the respective Councils wherever required. The BDS, MDS and MBBS, MS/MD programmes run under the School of Dental Sciences and School of Medical Sciences & Research have been approved by the Dental Council and Medical Council of India. The B. Arch. and Integrated LL.B. programmes have been approved by Architecture Council and Bar Council of India, respectively. The B.Sc. Nursing programme has the approval of Indian Nursing Council. Likewise, the B.Ed. programme has been approved by the National Council for Teachers Education, whereas the Pharmacy Council of India has granted its approval for B.Pharm Programme.

The faculty at Sharda University is its biggest strength. It is a blend of experience and the youthful vigour, a judicious mix of academic and industrial experience, hand-picked from reputed institutions and the corporate sector.

Age Limit: up to 65 years

Salary: Minimum 3000 USD per month; salary not a constraint for deserving candidate.

How to apply: Interested candidates can apply online by clicking here- [Click here to Apply](#)