Paris-Sorbonne University Abu Dhabi

Is looking for

**Assistant or Associate Professor-Head of Department - Department of Philosophy and Sociology**

**Job Reference: HR H-20**

<table>
<thead>
<tr>
<th><strong>Job Description</strong></th>
<th>Assistant or Associate Professor –Head of Department, Department of Philosophy and Sociology.</th>
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</thead>
<tbody>
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<td>A.</td>
<td>The Head of Philosophy and Sociology Department will have the responsibilities for all specific academic activities that support the University mission and strategic goals, including the proposal and implementation, in coordination with the Parisian Departments (UFR) of new programs in Philosophy and Sociology or in a Major/minor program including Philosophy and/or Sociology.</td>
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<td>The Head of Philosophy and Sociology Department will administrate the Department:</td>
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<td>1) Prepare and propose the Department budget (Bachelor and Master programs);</td>
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<td>2) Coordinate with Sorbonne Université in Paris (UFR de Philosophie and UFR de Sociologie) for all kinds of administrative matters that have to be dealt with the mother university, such as programs, schedule for each year, decisions to be followed up;</td>
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<td>3) Coordinate the teaching missions of Professors on Assignment coming from Paris, collect the required documents (syllabi, exams, etc.) and ensure the follow-up with students before and after the mission;</td>
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<td>4) Ensure all students are registered in the appropriate courses, keeping records of all grades, student counseling for career opportunities in liaise with the coordinator;</td>
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<td>5) Supervise the running of the Master in Sociology (courses, teachers, recruitment, internships …) in liaise with the Assistant Professor in Sociology;</td>
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<td>6) Participate in all that is related to the operations of the Department, to ensure its growth, such as recruitment operations (fairs, school visits), accreditation process, etc.</td>
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| B.                  | Teach students undergraduate and postgraduate Academic Programs at PSUAD, ensuring appropriate support is provided and high-performance levels achieved. In addition, conduct research in a personal area of interest related to the faculty in order to raise the profile of PSUAD and contribute to the knowledge development of the local and international community. |
1) Deliver teaching courses (156 hours/academic year plus tutorial 2h/week) to facilitate student learning outcomes and aim for teaching excellence for the department, including but not limited to preparing teaching material in advance; communicating subject matter in a way students can understand; observing student progress and learning styles; reacting appropriately to student’s needs; responding, where appropriate, to student questions outside class times; preparing for contingencies in course delivery, etc.

The Head of Philosophy and Sociology Department will teach in French lectures and tutorials in Licence 1, 2, and 3, and may be asked to teach his/her major in another Department, in French or in English. The courses will be spread over the 2 semesters of the academic year (for example: 2 lectures each semester).

2) Conduct assessment of the students’ work to determine whether the students have achieved the desired standards for progression in their studies or award of a qualification and providing feedback designed to develop and motivate student learning and addressing issues if required.

**Profile**

**Minimum Qualifications:**
- PhD is mandatory (granted by governmental body, CNU approval is mandatory if the degree was obtained in France)
- A specialization in Arabic philosophy or a qualification in Psychology would be an added value
- Teacher’s certification of Philosophy (Agrégation or Capes for French candidates) is also mandatory

**Minimum Experience**
- 3 years Teaching and Research experience in the Higher Education sector, even on temporary teaching positions

**Job-Specific Skills**
- University lecturing skills and knowledge
- Knowledge of University learning resources and technology
- Interpersonal skills and strong skills to train and supervise students
- Collaboration skills (with PSUAD staff and faculty, the French High schools, etc.)
- Communication skills
- Initiative (especially for cultural events, pedagogical visits, workshops, lectures with guest speakers etc.)
- Planning and organizing skills
- Proven research records
- Strong interest in international matters
- Languages: French and English are mandatory; Arabic is an added value
- Proficient use of all Microsoft Office programs

**Conditions**
Starting: September or October 2018 (depending on the applicant’s availability)
Three-year renewable term.

**Rank**
F2

**Package Details**
- AED (19,600 – 32,200)
- Accommodation Allowance
- Benefits

Application to be sent by 12\textsuperscript{th} July 2018, by e-mail mentioning the reference HR H-20 along with the Curriculum Vitae and Cover letter to recruitment@psuad.ac.ae

Interviews to be held end of July 2018