

Vacancy Announcement for Academic Department  
Chairpersons  
University Of Sharjah

Direct Link: <https://www.AcademicKeys.com/r?job=102066>

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Posted Jan. 11, 2018, expired Jul. 12, 2018

**Job Title** Vacancy Announcement for Academic Department Chairpersons

**Department** Chancellor Office

<http://www.sharjah.ac.ae/en/Pages/default.aspx>

**Institution** University Of Sharjah

Sharjah, , United Arab Emirates

**Date Posted** Jan. 11, 2018

**Application** Open until filled

**Deadline**

**Position Start** Academic Year 2018/2019

**Date**

**Job** Department Head/Head/Chair

**Categories**

Professor

**Academic** Religion and Theology  
**Field(s)**

Literature - General

Journalism

History - Middle East

History - General

Foreign Languages/Literatures

Ethnic/Multicultural Studies

English

Communication

**Job Website** <http://newhr.sharjah.ac.ae/en/Pages/JobOpportunities.aspx>

**Apply Online** <http://newhr.sharjah.ac.ae/en/Pages/JobDetails.aspx?Jid=61&IsDean=Yes>  
**Here**

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**Apply By  
Email**

**Job  
Description**

The University of Sharjah is a nonprofit independent institution of higher education. Its global vision and comprehensive research and academic programs at the diploma, bachelor and graduate (master's and PhD) levels attract over 15,000 distinguished students from more than 100 different nationalities. More than 650 full-time faculty members deliver quality education through its colleges of Sharia and Islamic Studies, Arts, Humanities and Social Sciences, Business Administration, Sciences, Engineering, Health Sciences, Law, Communication, Medicine, Dental Medicine, Pharmacy, Fine Arts and Design, Community College and College of Graduate Studies. The University is located just 30 minutes from Dubai International Airport and 10 minutes from Sharjah International Airport.

For more information about the University of Sharjah, please visit our website at:  
<http://www.sharjah.ac.ae>

The University of Sharjah is pleased to announce vacancies for the position of Academic Department Chairperson for the academic year 2018/2019.

**SCOPE OF WORK:**

The Academic Department Chairperson reports directly to the Dean of the College and manages, provides guidance and coordinates all educational, research and teaching activities in the Department, consistent with the vision and objectives of the College.

**MAIN RESPONSIBILITIES:**

1.Consolidate strategic objectives and policies related to the educational process and research activities in the Department and oversee their application as well as assist faculty members in this

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regard.

2. Propose and develop academic and research plans for the Department and oversee their implementation.
3. Actively contribute to the College Council as one of its members.
4. Prepare a statement on the department needs and submit it to the Dean, at the appropriate time after first presenting it to the Department Council, for his/her consideration when preparing the annual budget.
5. Maintain records on department activities and University records concerning the Department and supervise their use in accordance with the policies and regulations in effect.
6. Oversee the selection of textbooks and references for the courses offered by the Department.
7. Propose distribution of the faculty teaching load for presentation to the Department Council.
8. Assign students to academic advisors and follow up on the progress of students, according to their study plans.
9. Prepare all reports as requested by the Deanship and University Administration.
10. Prepare documents on the quality of the educational process for academic accreditation.
11. Oversee the preparation of a department plan for the assessment and evaluation of courses offered by the Department, consistent with the program study plans in terms of objectives, outcomes and means of implementation.
12. Submit a full report at the end of each academic year on the educational and academic aspects of the Department and faculty activities in research, publishing research and community service for presentation to the College Council.

**REQUIRED QUALIFICATIONS:**

- PhD in the required specialization from a local or international reputable university.
- Holding the rank of a professor.
- Record of distinction in teaching, research and community service.
- Experience in an administrative position, preferably as a department head at a reputable university for a period of no less than two years.
- Familiarity with the credit-hour system.
- Proficiency in the use of information technology in the educational process.
- Proficiency in Arabic and English writing and speaking.
- Strong communication skills.

**APPLICATION PROCEDURE:**

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If you possess the required experience and qualifications, please send your CV and cover letter, together with the names of three references (including current or most recent employer), to the email address corresponding to the position matching your qualifications below:

- College of Sharia and Islamic Studies

1. Chairperson of the Department of Foundations of Religion - College of Sharia and Islamic Studies: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/sh/dept/deen/Pages/default.aspx>

Email for submitting your application:

HeadFound.Religion@sharjah.ac.ae

2. Chairperson of the Department of Jurisprudence and its Foundations - College of Sharia and Islamic Studies: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/sh/dept/fikh/Pages/default.aspx>

Email for submitting your application:

HeadJurisprudence@sharjah.ac.ae

- College of Law

1. Chairperson of the Department of Private Law - College of Law: Please visit the link below to learn more about the department and its programs:

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<http://www.sharjah.ac.ae/en/academics/Colleges/Law/dept/prlaw/Pages/ov.aspx>

Email for submitting your application:

HeadPrivate@sharjah.ac.ae

2.Chairperson of the Department of Public Law - College of Law: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/Law/dept/publaw/Pages/ov.aspx>

Email for submitting your application:

HeadPublic@sharjah.ac.ae

• College of Sciences

1.Chairperson of the Department of Mathematics - College of Sciences: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/Sciences/dept/math/Pages/default.aspx>

Email for submitting your application:

HeadMath@sharjah.ac.ae

2.Chairperson of the Department of Chemistry - College of Sciences: Please visit the link below to

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learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/Sciences/dept/ch/Pages/default.aspx>

Email for submitting your application:

HeadChistry@sharjah.ac.ae

3.Chairperson of the Department of Computer Sciences - College of Sciences: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/Sciences/dept/cs/Pages/default.aspx>

Email for submitting your application:

HeadComputreS@sharjah.ac.ae

4.Chairperson of the Department of Applied Biology - College of Sciences: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/Sciences/dept/ab/Pages/default.aspx>

Email for submitting your application:

HeadApliedBiology@sharjah.ac.ae

5.Chairperson of the Department of Applied Physics and Astronomy - College of Sciences: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/Sciences/dept/ap/Pages/default.aspx>

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Email for submitting your application:

HeadPhysics@sharjah.ac.ae

- College of Arts, Humanities and Social Sciences

1. Chairperson of the Department of Arabic Language and Literature - College of Arts, Humanities and Social Sciences: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/ahss/dept/ad/Pages/default.aspx>

Email for submitting your application:

HeadArabic@sharjah.ac.ae

2. Chairperson of the Department of Sociology - College of Arts, Humanities and Social Sciences: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/ahss/dept/sd/Pages/default.aspx>

Email for submitting your application:

HeadSociology@sharjah.ac.ae

3. Chairperson of the Department of International Relations - College of Arts, Humanities and Social Sciences: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/ahss/dept/IR/Pages/default.aspx>

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Email for submitting your application:

HeadInter.Relations@sharjah.ac.ae

4.Chairperson of the Department of English Language and Literature - College of Arts, Humanities and Social Sciences: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/ahss/dept/eld/Pages/default.aspx>

Email for submitting your application:

HeadEnglish@sharjah.ac.ae

5.Chairperson of the Department of Education (in one of the department's specializations) - College of Arts, Humanities and Social Sciences: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/ahss/dept/ed/Pages/default.aspx>

Email for submitting your application:

HeadEducation@sharjah.ac.ae

6.Chairperson of the Department of History and Islamic Civilization - College of Arts, Humanities and Social Sciences: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/ahss/dept/hic/Pages/default.aspx>

Email for submitting your application:



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HeadHistory@sharjah.ac.ae

- College of Business Administration

1. Chairperson of the Department of Management - College of Business Administration: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/business/dept/dmmpa/Pages/default.aspx>

Email for submitting your application:

HeadManagement@sharjah.ac.ae

2. Chairperson of the Department of Management Information Systems - College of Business Administration: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/business/dept/dmis/Pages/default.aspx>

Email for submitting your application:

HeadManagInforSys@sharjah.ac.ae

3. Chairperson of the Department of Finance and Economics - College of Business Administration: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/business/dept/FinanceandEconomics/Pages/default.aspx>

Email for submitting your application:

HeadFinance@sharjah.ac.ae

4. Chairperson of the Department of Accounting - College of Business Administration: Please visit the

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link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/business/dept/Accounting/Pages/default.aspx>

Email for submitting your application:

HeadAccounting@sharjah.ac.ae

- College of Engineering

1.Chairperson of the Department of Industrial Engineering and Engineering Management - College of Engineering: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/eng/dept/iemd/Pages/default.aspx>

Email for submitting your application:

HeadIndustrialEng@sharjah.ac.ae

2.Chairperson of the Department of Mechanical Engineering - College of Engineering: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/eng/dept/MechanicalEngineering/Pages/default.aspx>

Email for submitting your application:

HeadMechEng@sharjah.ac.ae

3.Chairperson of the Department of Civil and Environmental Engineering - College of Engineering: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/eng/dept/ced/Pages/default.aspx#>

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Email for submitting your application:

HeadCivilEng@sharjah.ac.ae

4. Chairperson of the Department of Sustainable and Renewable Energy Engineering - College of Engineering: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/eng/dept/sre/Pages/default.aspx>

Email for submitting your application:

HeadSustainableEng@sharjah.ac.ae

5. Chairperson of the Department of Electrical and Computer Engineering - College Engineering: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/eng/dept/ecep/Pages/default.aspx>

Email for submitting your application:

HeadElectricalEng@sharjah.ac.ae

6. Chairperson of the Department of Nuclear Engineering - College of Engineering: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/eng/dept/NuclearEngineering/Pages/default.aspx>

Email for submitting your application:

HeadNuclearEng@sharjah.ac.ae

7. Chairperson of the Department of Architectural Engineering - College of Engineering: Please visit the link below to learn more about the department and its programs:

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<http://www.sharjah.ac.ae/en/academics/Colleges/eng/dept/aed/Pages/default.aspx>

Email for submitting your application:  
HeadArchitecturalEng@sharjah.ac.ae

- College of Communication

1. Chairperson of the Department of Public Relations - College of Communication: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/Communication/dept/mc/Pages/default.aspx>

Email for submitting your application:

HeadPublicRelations@sharjah.ac.ae

2. Chairperson of the Department of Mass Communication - College of Communication: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/en/academics/Colleges/Communication/dept/mc/Pages/default.aspx>

Email for submitting your application:

HeadMassCommunication@sharjah.ac.ae

- College of Health Sciences

1. Chairperson of the Department of Medical Laboratory Sciences - College of Health Sciences: Please

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visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/healthsciences/dept/mls/Pages/default.aspx>

Email for submitting your application:

[HeadMedicalLaboratorySciences@sharjah.ac.ae](mailto:HeadMedicalLaboratorySciences@sharjah.ac.ae)

2.Chairperson of the Department of Medical Diagnostic Imaging - College of Health Sciences: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/healthsciences/dept/mdi/Pages/default.aspx>

Email for submitting your application:

[HeadMedicalDiagnosticImaging@sharjah.ac.ae](mailto:HeadMedicalDiagnosticImaging@sharjah.ac.ae)

3.Chairperson of the Department of Health Services Administration - College of Health Sciences: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/healthsciences/dept/hsa/Pages/default.aspx>

Email for submitting your application:

[HeadHealthServicesAdministration@sharjah.ac.ae](mailto:HeadHealthServicesAdministration@sharjah.ac.ae)

4.Chairperson of the Department of Physiotherapy - College of Health Sciences: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/healthsciences/dept/physio/Pages/default.aspx>

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HeadPhysiotherapy@sharjah.ac.ae

5. Chairperson of the Department of Environmental Health Sciences - College of Health Sciences:  
Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/healthsciences/dept/ehs/Pages/default.aspx>

Email for submitting your application:

HeadEnvironmentalHealthSciences@sharjah.ac.ae

6. Chairperson of the Department of Nursing - College of Health Sciences: Please visit the link below to  
learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/healthsciences/dept/nu/Pages/default.aspx>

Email for submitting your application:

HeadNursing@sharjah.ac.ae

7. Chairperson of the Department of Clinical Nutrition and Dietetics - College of Health Sciences:  
Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/healthsciences/dept/cnad/Pages/default.aspx>

Email for submitting your application:

HeadClinicalNutritionandDietetics@sharjah.ac.ae

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- College of Medicine

1. Chairperson of the Department of Basic Medical Sciences - College of Medicine: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/Medicine/dept/bmsd/Pages/default.aspx>

x

Email for submitting your application:

HeadBasicMedicalSciences@sharjah.ac.ae

2. Chairperson of the Department of Clinical Sciences - College of Medicine: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/Medicine/dept/dcs/Pages/default.aspx>

Email for submitting your application:

HeadClinicalSciences@sharjah.ac.ae

3. Chairperson of the Department of Family and Community Medicine and Behavioral Sciences - College of Medicine Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/Medicine/dept/fcmbs/Pages/default.aspx>

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HeadFamily@sharjah.ac.ae

- College of Pharmacy

1. Chairperson of the Department of Medicinal Chemistry - College of Pharmacy: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/Pharmacy/dept/MedicinalChemistry/Pages/default.aspx>

Email for submitting your application:

HeadMedicinalChemistry@sharjah.ac.ae

2. Chairperson of the Department of Department of Pharmacy Practice and Pharmacotherapeutics - College of Pharmacy: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/Pharmacy/dept/pov/Pages/default.aspx>

Email for submitting your application:

HeadPharmacyPracticeandPharmacotherapeutics@sharjah.ac.ae

3. Chairperson of the Department of Department of Pharmaceutics and Pharmaceutical Technology - College of Pharmacy: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/Pharmacy/dept/pp/Pages/default.aspx>

Email for submitting your application:



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HeadPharmaceuticsandPharmaceuticalTechnology@sharjah.ac.ae

- College of Dental Medicine

1. Chairperson of the Department of Oral and Craniofacial Health Sciences - College of Dental Medicine: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/dentistry/dept/ochs/Pages/default.aspx>

Email for submitting your application:

HeadOralCraniofacialHealthSciences@sharjah.ac.ae

2. Chairperson of the Department of Preventative and Restorative Dentistry - College of Dental Medicine: Please visit the link below to learn more about the department and its programs:

<http://www.sharjah.ac.ae/ar/academics/Colleges/dentistry/dept/gsdp/Pages/default.aspx>

Email for submitting your application:

HeadPreventiveandRestorativeDentistry@sharjah.ac.ae

Review of applications will begin on February 1, 2018 and continue until the positions are filled. Candidates may expect to begin work in August 2018. Applicants are requested to submit their applications by email in the form of attached files.

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**Contact Information**

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

**Contact** Marwa  
Chancellor Office  
University of Sharjah  
Sharjah  
United Arab Emirates

**Phone Number** 065585000