

Accreditation Director  
Hamdan Bin Mohammed e-University

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Posted Apr. 1, 2024, set to expire Jan. 11, 2025

**Job Title** Accreditation Director

**Department**

**Institution** Hamdan Bin Mohammed e-University

Dubai Academic City, , United Arab Emirates

**Date Posted** Apr. 1, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Academic Affairs

Administration - General

**Job Website** <https://www.hbmsu.ac.ae/about/employment/accreditation-director-0>

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**Job Description**

## Accreditation Director

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### Description

The Accreditation Director leads, plans, develops, implements, and evaluates the ongoing accreditation preparedness structure and activities. Serves as an expert resource for accreditation, guiding the University to achieve and maintain accreditation and licenses. Provides education and training on accreditation requirements. Directs and coordinates organizational compliance with all

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regulatory requirements. Establishes and maintains effective and responsive relationships with leadership, schools, other departments, and related stakeholders. Coordinates preparation for and execution of accreditation follow-up and ongoing deliverables. Tracks progress and reports on status and gaps. The Accreditation Director leads and manages the accreditation and licenses process for renewal of licensure, local accreditation, and international accreditation for all the offerings across the university LLL model (4Cs) and at the University, School, and program levels. The Accreditation Director is responsible for providing assistance to all schools and units in developing appropriate assessment processes and maintaining a culture of continuous quality management. The Accreditation Director is responsible for managing all aspects of the process, including keeping busy senior colleagues on schedule and working with them in preparing submission data, as well as writing and editing submission documents. The Accreditation Director must be able to work under their own direction, calling on support, when necessary, but taking the initiative and leading the process to a successful conclusion.

### **Main Roles & Responsibilities**

1. Develop, implement, and oversee the processes and systems that support the University's local and international accreditation, including the Academic Program Review process.
2. Prepare documents for accreditation submissions; this involves close collaboration with senior academic and non-academic colleagues in the schools and involves working to a very tight, non-negotiable timeline that is set by the accreditation bodies.
3. Project management of accreditation exercise to include:
  - Rapidly build up knowledge of accreditation requirements from information supplied by accreditation bodies and other sources acquired by Schools.
  - Advise School staff on expectations of accreditation bodies.
  - Confirm timeline for each reaccreditation exercise and keep senior colleagues on track to meet the deadlines.
  - Source appropriate colleagues to input to reaccreditation exercise and confirm the nature and timing of input.
  - Liaise with other divisions to be present for the accreditation visit.
  - Draft documents and gain agreement on key supporting documents that will be provided during accreditation visit.
  - Seek comments within the schools on final documents, report and present of progress, Submit documents for approval.
  - Ensure full documents submitted to the accreditation body on time.
  - Circulate appropriate documentation to colleagues taking part in the accreditation visit at least a month before the visit.

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4. Preparation of documents for accreditation and licensing submissions to include:

- Confirm with colleagues sources of information and evidence.
- Manage collection and analysis of information and check answers the requirements of appropriate accreditation bodies.
- Research information and evidence not currently available within the University, such as using the internet to provide comparison with competitors.
- Ensure the data collected is accurate.
- Make a judgement on what should be included in the submission documents - distilling information from the range of sources into a coherent picture that fits with the strategic plan of the school.
- Write, edit, and prepare draft submission documents and key supporting evidence. Edit content to ensure it reads a series of compelling quality-focused statements about the schools and program provisions.
- Confirm appropriateness of submission through discussions with accreditation body contacts. Make adjustments as necessary.
- Finalize documents following comments from different divisions, School and Academic Affairs councils, and prior to submission for university council for approval.
- If necessary, make adjustments prior to submission to the accreditation body.

5. Preparation for accreditation visit:

- Liaise with accreditation bodies to agree on visit date and accommodation/ entertainment requirements for panel.
- Liaise with IRS division to ensure booking of rooms, accommodation, payments, and other requirements for the accreditation visits are met.
- Agree timeline of visit with related divisions and colleagues, ensuring all aware of nature and timing of their input during the visit - arrange and deliver briefings.
- Liaise with colleagues to organize current student input to visit.
- Ensure supporting documentation available for provision to the panel.
- Brief visit coordinator on requirements of accreditation panel on arrangements made and on work the coordinator needs to complete.

6. Quality assurance and assessment

- Ensure effective implementation of SPOL modules (Assessment and Credentialing)
- Coordinate the assessment planning and reporting cycles in accordance with the accreditation requirements and quality standards.
- Coordinate and oversee the program reviews across the 4Cs model.

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7. Develop, implement, and oversee the administration of processes and systems that support the University's core curriculum, including outcomes assessment, curriculum review, and delivery process review.
8. Review and advise academic units across the University to ensure consistent compliance with the ongoing regional accreditation requirements and outcomes standards of the institution; advises and support compliance efforts for programs that have or seek professional accreditation.
9. Review and advise on accreditation standards and related regulations and propose changes to internal policies and procedures to ensure alignment and compliance.
10. Advice and support academic units regarding ongoing requirements and outcomes standards related to Academic Program Review.
11. Oversee the development and production of publications and materials related to the University's accreditation compliance, outcomes assessment, and program evaluation efforts.
12. Develop and maintain the records for all documents and submissions related to accreditation.
13. Recommend and participate in the development of University policies and procedures;
14. Serve on related committees.
15. Adhere to internal and local information security and relevant health and safety laws, regulations, policies, and procedures.
16. Handel any other responsibilities assigned by the line manager.

### **Required Qualification & Skills**

- Integrated knowledge and understanding of higher education accreditation and program review practices.
- Knowledge and understanding of accreditation planning and assessment methodologies and tools.
- Ability to use independent judgment and to manage and impart information to a range of clientele and/or media sources.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Skill in organizing resources and establishing priorities.
- Knowledge of organizational structure, workflow, and operating procedures.
- Ability to supervise and train staff, to include organizing, prioritizing, and scheduling work assignments.
- Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community.
- Employee development and performance management skills.

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- Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions.
- Strategic planning and performance measurement skills.
- Advanced verbal and written communication skills and the ability to present effectively to small and large groups.
- Organizational planning, structuring, and staffing skills.
- Skills in strategic, operational, financial planning, and fiscal management.
- Strong leadership, organizational and project management skills.
- Excellent communication skills in both Arabic and English languages.
- Proficiency in PC skills.

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### Contact Information

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

### Contact

United Arab Emirates