



JOB DESCRIPTION

Position Title	:	Dean of Arts, Humanities and Languages
Report to	:	Vice-President, Academic Affairs
Reportees	:	Heads of Department (as established) Bachelor of English Language Program Manager Foundation English Program Coordinator Academic English Program Coordinator Administrative Officer
Employer	:	University of Puthisastra
Location	:	Phnom Penh, Cambodia

The Dean will play a pivotal role in transforming AHL into a flagship faculty contributing to national teacher development and English language excellence in Cambodia.

Major Responsibilities

Academic Leadership and Faculty Development

- Provide strategic academic leadership for the Faculty of Arts, Humanities and Languages.
- Oversee the transition of AHL from a service teaching unit to a fully structured faculty with defined departments and programs.
- Lead the development, approval, and implementation of the Bachelor of English Language (with TESOL and English Education Studies specialisations).
- Establish and oversee academic departments within AHL in alignment with UP and MoEYS structures.
- Ensure academic quality, coherence, and consistency across all English language provision delivered to approximately 2,000 UP students annually.

Curriculum and Program Development

- Lead curriculum design, review, and continuous improvement processes across all AHL programs.
- Ensure alignment of English language programs with national workforce needs and MoEYS requirements.
- Develop pathways for future undergraduate, postgraduate, and CPD programs in TESOL, Education, Communication, and related disciplines.

- Promote integration of digital learning technologies and responsible AI use within language education.

Quality Assurance and Compliance

- Ensure all AHL programs comply with MoEYS accreditation standards and UP academic policies.
- Oversee monitoring of student outcomes, retention, and progression.
- Implement systems of continuous quality improvement across teaching and assessment.
- Prepare documentation and reports for internal and external review processes.

Staff Leadership and Development

- Provide leadership, mentoring, and performance management for academic and administrative staff within AHL.
- Promote professional development in TESOL, curriculum innovation, assessment design, and educational research.
- Lead recruitment, appraisal, and workload planning in line with UP policies.
- Foster a collegial and collaborative academic culture.

Strategic Planning and Growth

- Develop and implement a Faculty Strategic Plan aligned with UP's institutional strategy.
- Identify opportunities for program expansion, partnerships, and revenue generation (including CPD and teacher upgrading programs).
- Support the development of research and scholarship in language education and related fields.
- Contribute to university-wide initiatives including interdisciplinary teaching and general education reform.

Student Engagement and Support

- Ensure high-quality student academic advising and pastoral support within AHL.
- Promote student success, academic integrity, and professional readiness.

Institutional Contribution

- Serve as a member of relevant academic committees.
- Collaborate with other faculties to support university-wide English curriculum delivery.
- Represent AHL internally and externally with professionalism and strategic vision.
- Perform other duties as assigned by the Vice-President Academic Affairs or President.

II. Qualifications and Requirements

1. Experience

- Minimum 5 years of academic teaching experience in English, TESOL, Education, or a related discipline.
- Demonstrated experience in academic leadership, program development, or faculty management.
- Experience in curriculum design and quality assurance within higher education.

2. Education

- Master's Degree in TESOL, Applied Linguistics, Education, or a related field (required).
- PhD in TESOL, Applied Linguistics, Education, or a related field (preferred).

3. Skills and Competencies

- Strong academic leadership and strategic planning capability.
- Excellent oral and written command of English.
- Working knowledge of Khmer is highly desirable.
- Understanding of MoEYS accreditation processes and Cambodian higher education context.
- Experience in assessment design, curriculum innovation, and digital learning integration.
- Strong interpersonal and team leadership skills.
- Ability to manage change and lead faculty development in a growing institution.

The University welcomes Cambodian and international candidates.