

UNIVERSITI TEKNOLOGI MALAYSIA

UTM.J.02.02/10.12/2 Jld. 4 (41)

21 Februari 2017
24 Jamadilawal 1438

PEKELILING PENTADBIRAN BIL. 8/2017

PENJENAMAAN SEMULA GELARAN JAWATAN

Sukacita dimaklumkan bahawa Mesyuarat Jawatankuasa Pengurusan Universiti Bil. 2/2017 bertarikh 31 Januari 2017 telah meluluskan penjenamaan gelaran jawatan Pentadbir Akademik Universiti berkuatkuasa mulai **1 Februari 2017**.

2. Sehubungan itu, gelaran jawatan terlibat adalah seperti berikut:

Nama Jawatan Asal	Nama Jawatan Baharu
Timbalan Dekan (Akademik)	Timbalan Dekan (Akademik & Pembangunan Mahasiswa) <i>Deputy Dean (Academic & Student Development)</i>

Sekian dimaklumkan, terima kasih.

“Berkhidmat untuk Negara kerana Allah”

Yang benar,



WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN
Pendaffar

- s.k.
- Naib Canselor
 - Timbalan Naib Canselor (Penyelidikan & Inovasi)
 - Timbalan Naib Canselor (Akademik & Antarabangsa)
 - Timbalan Naib Canselor (Hal Ehwal Mahasiswa & Alumni)
 - Timbalan Naib Canselor (Pembangunan)
 - Pro-Naib Canselor (Kampus UTM Kuala Lumpur)
 - Pegawai-pegawai Kanan/Dekan/Pengarah

TERMA RUJUKAN
PENTADBIR AKADEMIK FAKULTI



NAMA JAWATAN: **TIMBALAN DEKAN (AKADEMIK & PEMBANGUNAN MAHASISWA)**

1. Membantu Dekan mengurus segala aktiviti pembelajaran dan pengajaran serta pembangunan mahasiswa.
2. Bertanggungjawab terhadap pembangunan pembelajaran, kebajikan dan kerjaya pelajar fakulti
3. Bertanggungjawab terhadap penjadualan kursus dan peperiksaan.
4. Bertanggungjawab terhadap keperluan akreditasi program.
5. Bertanggungjawab terhadap penyelarasan dan perjalanan peperiksaan.
6. Membantu Dekan menyediakan rancangan jangka panjang dan jangka pendek pembangunan Akademik Fakulti.
7. Merancang pembangunan dan pengawasan kualiti akademik Pra Siswazah dan Pasca Siswazah.
8. Merancang dan memantau pembangunan holistic dan pengurusan akademik mahasiswa.
9. Merancang dan memantau urusan Program Luar/Khas/Pesisir.
10. Mengkaji segala perubahan terkini piawaian atau kriteria dan bertanggungjawab memastikan kepatuhan yang diperlukan
11. Melaksanakan pendekatan penambahbaikan berterusan program akademik selaras dengan perkembangan ilmu dan teknologi serta keperluan industri dan badan profesional
12. Melaksanakan tugas yang diarahkan dari masa ke semasa.

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ADMINISTRATIVE CIRCULAR NO. 8/2017

REBRANDING OF DESIGNATION TITLE

Please be informed that the University Management Committee Meeting No. 2/2017 dated 31 January 2017, has endorsed the rebranding of a University Academic Administrator's designation title, with effect from **1 February 2017**.

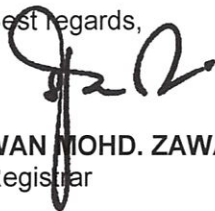
2. Accordingly, the following designation title has been rebranded as follows:

Former Designation Title	Revised Designation Title
Deputy Dean (Academic)	Deputy Dean (Academic & Student Development) <i>Timbalan Dekan (Akademik & Pembangunan Mahasiswa)</i>

Thank you.

"Berkhidmat untuk Negara kerana Allah"

Best regards,



WAN MOHD. ZAWAWI BIN WAN ABD. RAHMAN
Registrar

- c.c. - Vice-Chancellor
- Deputy Vice-Chancellor (Research & Innovation)
- Deputy Vice-Chancellor (Academic & International)
- Deputy Vice-Chancellor (Student Affairs & Alumni)
- Deputy Vice-Chancellor (Development)
- Pro Vice-Chancellor (UTM Kuala Lumpur Campus)
- Senior Officers/Deans/Directors

TERMS OF REFERENCE

FACULTY ACADEMIC ADMINISTRATOR



DESIGNATION: DEPUTY DEAN (ACADEMIC & STUDENT DEVELOPMENT)

1. Assist the Dean in the management of student development, and learning and teaching activities.
2. Responsible for the development of the faculty students' learning, wellbeing and career path.
3. Responsible for scheduling courses and examinations.
4. Responsible for program accreditation requirements.
5. Responsible for the coordination and administration of examinations.
6. Assist the Dean in formulating long-term and short-term development plans for the Academic Faculty.
7. Plan the development of academic quality monitoring for Undergraduate and Postgraduate studies.
8. Plan and oversees the holistic development and academic management of students.
9. Plan and monitors matters pertaining to External / Special / Offshore Programs.
10. Review any recent changes in standards or criteria, and responsible in ensuring compliance with the necessary requirements.
11. Implement continuous improvement of academic programs in line with the development of science and technology and the needs of the industry and professional bodies.
12. Perform other duties as directed from time to time.