

THE UNIVERSITY OF THE WEST INDIES
ACADEMIC/SENIOR ADMINISTRATIVE STAFF

JOB DESCRIPTION

JOB TITLE: Campus Principal

LEVEL: Senior Administrative Staff

DEPARTMENT: Office of the Campus Principal

CAMPUS: Mona/St. Augustine/Cave Hill/Global/Five Islands

1. MAIN PURPOSE AND SCOPE OF THE JOB:

The Campus Principal is accountable to the Council through the Vice-Chancellor for the overall leadership, administration, academic performance, financial stewardship, and reputation of the Campus. The Principal provides strategic direction to ensure that the Campus advances the University's mission while delivering high-quality education and responding effectively to national, regional and global priorities.

2. REPORTING RELATIONSHIP:

Directly to: The Vice Chancellor
Indirectly to: The Campus Council (through the Chairman)

Supervision given directly to: Deputy Campus Principal
Campus Registrar
Campus Bursar
Campus Librarian
Deans of Faculties
Senior Programme Officer
Executive/Personal Assistant
Director of Projects Office
Director of Marketing & Communications
Director of the Business Development Office
Director of Graduate Studies and Research

3. RESPONSIBILITIES AND KEY ACTIVITIES:

The Principal is responsible for fostering academic excellence, student success, research productivity, financial sustainability, operational effectiveness, stakeholder engagement, and institutional growth. Working collaboratively within the One UWI framework, the Principal manages the Campus as it delivers high-quality teaching, research, innovation and public service while ensuring alignment with the University's strategic goals and policies.

The Principal must be a visionary and transformational leader who inspires excellence, promotes accountability and cultivates strong partnerships within the Campus community, with the government, other campuses, other educational institutions, industry, alumni, donors and regional and international stakeholders to promote the interests of The University of the West Indies. They also support initiatives aimed at maintaining the regional character of the University.

Key responsibilities:

Strategic Leadership and Campus Development

- Provide strategic leadership for the Campus in alignment with the University's vision, mission and strategic objectives.
- Engage in the development and implementation of objectives, short and long-range planning; develop and implement projects and programmes to assist in accomplishing performance targets;
- Lead campus transformation initiatives that improve effectiveness, efficiency, resilience and competitiveness.
- Promote a culture of innovation, entrepreneurship, inclusion, accountability and service excellence.
- Support the Vice-Chancellor and University-wide leadership structures in advancing the One UWI agenda.
- Ensure effective risk management, regulatory compliance and institutional governance across the Campus.

Student Success, Access and Wellbeing

- Foster an inclusive, student-centred environment that promotes access, equity and success.
- Implement initiatives that improve student recruitment, retention, progression and graduation rates.
- Engage with students, and the community to build an institutional environment that maximises student learning, academic performance and social growth

- Strengthen student engagement, leadership development and participation in campus and community life.
- Promote the wellbeing of students, and provide support services for the protection of their health and safety.
- Ensure the Campus provides a holistic and enriching learning experience built on the integrity, discipline and propriety.

Academic Leadership and Quality Assurance

- Promote excellence in teaching, learning, research, innovation and public service.
- Provide leadership for the development, review and enhancement of academic programmes.
- Foster interdisciplinary research and scholarly activity that address national and regional priorities.
- Ensure compliance with accreditation requirements, quality assurance standards and academic regulations.
- Support internationalisation initiatives and strategic academic partnerships.
- Provide advice and support in the development of curricula;
- Champion academic freedom, ethical conduct and intellectual inquiry.
- Collaborate with all Faculties, departments, programmes, projects, local and other educational institutions and/or community organisations to consolidate resources and enhance programme content and delivery.

Financial Stewardship and Resource Management

As Chairman of the Campus Finance and General Purposes Committee of the Campus Council, the Principal will:

- Oversee the efficient management of Campus financial and physical resources.
- Oversee the management and regulation of the finances, accounts, investments and property of the campus;
- Ensure the implementation of measures aimed at safeguarding the financial viability of the campus.
- Oversee the development and monitoring of the biannual operating budgets and the provision of fiscal direction to the campus;
- Oversee all financial operations, ensuring long-term viability, institutional resilience, and value for investment.
- Oversee endowment growth, debt management, and operational efficiencies in line with the campus' long-range financial plan and The UWI financial policies.
- Oversee capital projects, infrastructure expansion, maintenance and capital projects and major procurement decisions.

- Identify opportunities for revenue generation, cost optimisation and operational efficiency.
- Support fundraising, institutional advancement and donor engagement initiatives at the Campus level and at the University level as required.

Research, Innovation and External Engagement

- Strengthen the Campus' research profile and research funding performance.
- Promote innovation, entrepreneurship and knowledge transfer.
- Develop strategic partnerships with government, industry, community organisations and international institutions.
- Advance the Campus' contribution to national and regional development.
- Enhance the visibility, reputation and impact of the Campus locally, regionally and internationally.

Human Capital Leadership

- Foster positive employee relations and a culture of engagement and accountability.
- Promote succession planning, talent management and leadership development initiatives.
- Lead and develop a high-performing Campus leadership team.
- Ensure effective performance management systems and workforce planning.
- Oversee the supervision of administrative personnel in the Office of the Campus Principal, which includes work allocation, training and problem resolution; and evaluation of performance making recommendations for personnel actions and motivating employees to achieve peak productivity and performance
- Chair the Campus Appointments Committee.

Operational Excellence and Digital Transformation

- Provide oversight of Campus operations to ensure effectiveness, efficiency and service quality.
- Lead the digital transformation of administrative and academic support services.
- Promote the use of technology, analytics and innovation to enhance teaching, research and administration.
- Ensure adequate cybersecurity and business continuity measures to protect the campus community.

Governance and Accountability

- Serve as a member of the University's Executive Management Team.
- Provide regular reports on Campus performance, finances and strategic initiatives to the Vice-Chancellor and University statutory committees.
- Ensure compliance with University Statutes, Ordinances, policies and applicable laws.

- Promote transparency, integrity and ethical leadership in all Campus operations.

AUTHORITY

As prescribed by the Charter, Statutes and Ordinances and the Financial Code, the Principal:

- makes decisions on behalf of the Vice-Chancellor;
- initiates action deemed necessary to safeguard the interests of the campus;
- takes disciplinary action against students and staff.

4. Characteristics:

The successful candidate should demonstrate:

- A distinguished record of sustained academic achievement, research and scholarly leadership.
- A commitment to academic excellence, innovation and student success.
- A strong understanding of higher education systems, quality assurance and governance.
- In-depth understanding of higher education field, including knowledge of academic programmes, curriculum development and pedagogical trends.
- Strong strategic, financial operational and people management capabilities.
- An inclusive and collaborative leadership style.
- A strong commitment to ethical and responsible leadership, setting high standards for integrity and professional conduct.
- Political acumen and the ability to engage effectively with diverse stakeholders.
- Excellent communication, negotiation and consensus-building skills.
- Proficiency in data analysis to inform decision-making and assess the effectiveness of campus programmes.
- The ability to lead transformational change within a complex institutional environment.
- Sound judgement, integrity, resilience and emotional intelligence
- Strong familiarity with international accreditation standards, quality assurance processes and the ability to ensure compliance with them.
- Knowledge of academic governance structures, policies, and procedures.
- A commitment to diversity, equity, and inclusion

STAKEHOLDERS:

Internal:

Pro-Vice-Chancellors
Deans
Principals of other Campuses

Campus Registrar
Campus Bursar
Heads of Departments

Externally:

Governments (particularly that of the Campus territories)
Local donor agencies
International donor agencies
Caribbean, regional and international institutions
Foundations

5. QUALIFICATIONS and EXPERIENCE:

- The successful applicant must have a PhD or EdD preferably at the Professorial rank.
- At least 10 years leadership experience in higher education administration.
- Evidence of having secured USD 15- 20 million funding in the last five (5) years.
- Proven success in strategic planning and implementation.
- Strong understanding of international accreditation standards and quality assurance processes.
- Commitment to diversity, equity, and inclusion in higher education.
- Strong leadership skills and the ability to inspire and motivate a diverse team.
- A track record of building and maintaining strong community and stakeholder relationships.
- Experience with crisis management and risk assessment is a plus.

6. COMPETENCIES:

• Strategic Thinking	• Entrepreneurial Mindset
• Visioning and Alignment	• Leading Change
• Resilience	• Fostering Learning
• Fostering Communication	• Impact and Influence
• Emotional Intelligence	• Client Focus
• Partnering	• Team Leadership
• Creativity and Innovation	• Decision Making
• Networking	• Using Financials