



University of Kelaniya

Faculty of Graduate Studies

CALLING FOR APPLICATIONS FOR OFFICE OF THE DEAN

The Faculty of Graduate Studies (FGS) is one of the seven Faculties of the University of Kelaniya. In terms of Section 4 (1) of the Faculty of Graduate Studies Ordinance No. 5 of 2020, the Dean of Faculty of Graduate Studies shall be a full-time Officer of the University and the Academic and Administrative Head of the Faculty.

According to Section 4 (2) of the said Ordinance, the Dean of the Faculty of Graduate Studies shall be appointed by the Council from a panel of three names recommended to the Council by the Board of Graduate Studies from among an Associate Professor, Professor and Senior Professor of the University.

The Dean is expected to have a vision to achieve the goals of the Faculty of Graduate Studies through innovative managerial skills, excellence in institution building, project management and the facilitation of multi-disciplinary research that serves the diverse interests of postgraduate students and their academic supervisors. The Dean of the Faculty of Graduate Studies is therefore expected to be a person of high academic calibre and integrity with a record of outstanding achievements and excellent communication skills. He/she should be able to strengthen the self-financing status of the Faculty and promote University-Industry collaborations.

Accordingly, applications are invited from Associate Professors, Professors and Senior Professors of the University of Kelaniya with relevant administrative experience for the above position.

Applicants are required to submit their complete curriculum vitae, together with a short biodata of 250 words and a personal statement of not more than 1000 words. The personal statement should describe the applicant(s).

- (a) vision for development of the Faculty of Graduate Studies, with strategic focus on contemporary issues in the Faculty.
- (b) experience in research supervision and delivery of postgraduate education
- (c) managerial experience in academic and administrative positions such as Dean, Head of Dept, Director of a Centre, Programme Coordinator, Committee Chair, etc.
- (d) experience in financial administration such as preparation / review of programme budgets, financial procedures in generating income.

- (e) experience in working with digitalized systems, and
- (f) personal integrity and ability to maintain good rapport with fellow university employees.

Prospective candidates for the post of Dean of Faculty of Graduate Studies are requested to send their self-prepared applications along with the above documents, through the respective Head of the Department and the Dean of the Faculty.

The documents should be placed in a sealed cover/envelope marked “**Office of the Dean, FGS**” and submitted to the ***Office of the Vice-Chancellor, University of Kelaniya***, together with an email to reach arae@kln.ac.lk on or before **04 December 2024**.

All applicants are required to read and adhere to “***Procedure for appointment of Dean, Faculty of Graduate Studies, University of Kelaniya***” approved by the Council at its 530th meeting held on 12.11.2024 . A copy is also attached herewith. Please read “**Procedure for appointment of Dean, Faculty of Graduate Studies, University of Kelaniya**” together with **Annex I document**.

Applications received after the closing date and/or incomplete will be rejected. The decision of the Council in respect of appointment to the Dean/FGS shall be the final.

Registrar

University of Kelaniya

13 November 2024