



جامعة جورجتاون قطر
GEORGETOWN UNIVERSITY QATAR

Search for the Associate Dean for Academic and Faculty Affairs
Georgetown University Qatar
Doha, Qatar

THE SEARCH

Georgetown University in Qatar (GU-Q) is dedicated to fulfilling Georgetown University's mission of promoting intellectual, ethical, and spiritual understanding through serious and sustained discourse among people of different faiths, cultures, and beliefs. Embodying this spirit of the University, Georgetown's Qatar campus undertakes education, research, and service to advance knowledge and provide students and the community with a holistic educational experience that produces global citizens committed to the service of humankind. Georgetown University in Qatar demonstrates the values of Georgetown University; seeks to build upon the world-class reputation of the Edmund A. Walsh School of Foreign Service; and works with the Qatar Foundation (QF) in its endeavors to achieve the Qatar National Vision 2030.

Reporting to the Dean, the Associate Dean for Academic and Faculty Affairs will be a member of the University's senior leadership team, and will be responsible for the oversight and administration of faculty and academic matters at GU-Q. In close coordination with the Dean, the Faculty Chair, and the faculty, the Associate Dean will oversee faculty hiring and promotion, faculty research grants and compliance, student research, Honor Council and academic standards, and, in coordination with the Office of Student Development, delivery of the undergraduate curriculum, including curricular planning, scheduling, and registration. The individual will develop and administer faculty and academic policies and procedures and will actively contribute to the advancement and growth of the University's academic mission. This will be a trusted and essential leader in the GU-Q ecosystem, and as such, this person will be held to a high standard of administrative quality and transparency.

GU-Q is being assisted by Isaacson, Miller in this recruitment. This position profile describing the role and qualities sought in the ideal candidate has been developed by drawing on the University's existing materials and aggregating input from various listening sessions. Information regarding how to apply in confidence or offer nominations can be found at the end of the profile.

GEORGETOWN UNIVERSITY QATAR

Georgetown University is one of the world's leading academic and research institutions, offering a unique educational experience that prepares the next generation of global citizens to lead and make a difference in the world. The university is a vibrant community of exceptional students, faculty, alumni, and professionals dedicated to real-world applications of research, scholarship, faith, and service. The university is committed to the creation of an equitable and inclusive academic and work environment, and to the promotion of deep understanding and appreciation among the diverse members of the University community.

Established in 1789, Georgetown is the oldest Catholic and Jesuit university in the United States. Drawing upon the 450-year-old legacy of Jesuit education, the university provides students with a world-class liberal education, educating the whole person through exposure to different faiths, cultures, and beliefs. Students are challenged to engage in the world, especially with the most vulnerable and disadvantaged members of the community. These values are at the core of Georgetown's identity and are shared by members of the community across diverse backgrounds.

At the invitation of the Qatar Foundation and with their sponsorship, Georgetown University established a regional campus of its School of Foreign Service in Education City in Doha, Qatar in 2005. Originally known as the School of Foreign Service in Qatar (SFS-Q), the campus conferred a four-year undergraduate Bachelor of Science in Foreign Service (BSFS) identical to the degree offered at the Georgetown University Main Campus.

In 2015, after 10 years of successful partnership, Georgetown and QF renewed their contract, and with increased academic programming from across Georgetown University, the school was renamed Georgetown University Qatar (GU-Q). The BSFS remains the central educational effort of GU-Q, but there has been new programming added to enhance the student experience in the form of certificate programs, professional master's programs, and community education.

The GU-Q campus promotes the values of Georgetown University and seeks to build upon its world-class reputation by working with the QF as a partner to achieve its endeavors in the Qatar National Vision 2030. The GU-Q campus continues a long Georgetown tradition of international engagement and scholarship in the Middle East, and GU-Q aims to be recognized as the leading academic institution for international affairs in the Middle East through its unfailing excellence in teaching, research, and community engagement.

GU-Q LEADERSHIP

Dr. Safwan M. Masri is Dean of Georgetown University in Qatar and Distinguished Professor of the Practice at Georgetown's Walsh School of Foreign Service. Prior to joining Georgetown in October 2022, Professor Masri was Executive Vice President for Global Centers and Global Development at Columbia University and a Senior Research Scholar at Columbia's School of International and Public Affairs. Dean Masri was previously a professor at Columbia Business School, where he also served as Vice Dean. He previously taught engineering at Stanford University and was a visiting professor at INSEAD (Institut Européen d'Administration des Affaires) in France.

Dean Masri is the author of *Tunisia: An Arab Anomaly* (2017). He is a lifetime member of the Council on Foreign Relations and an honorary fellow of the Foreign Policy Association. Dean Masri led the establishment of King's Academy and Queen Rania Teacher Academy in Jordan. He is a trustee of International College in Beirut and serves as a director of AMIDEAST and Endeavor Jordan. Dean Masri received his PhD in industrial engineering and engineering management from Stanford University.

THE ROLE

The Associate Dean for Academic and Faculty Affairs will serve as a member of the senior leadership team at Georgetown University Qatar and will be responsible for the oversight and administration of faculty and academic matters at GU-Q. Through close coordination with other senior leaders, specifically with the Associate Dean for Teaching, Learning, and Assessment and the Senior Associate Dean for Students, the Associate Dean will oversee and execute strategic academic and curricular priorities for the university and effectively manage the faculty's needs and professional development. The position will report to the Dean of Georgetown University Qatar, Dr. Safwan Masri.

KEY ACCOUNTABILITIES AND ACTIVITIES

- Oversee the recruitment, appointment, reappointment, and promotion of full-time core and teaching faculty, and the recruitment and appointment of adjunct faculty.
- Manage the appointment of visiting faculty, including from the main campus in Washington, DC.
- Coordinate the delivery of the undergraduate curriculum and support student learning.
- Facilitate faculty and student research.
- Lead and supervise the faculty and academic affairs staff.
- Oversee library operations.
- Manage academic ceremonies.
- In consultation with the Dean and Faculty Chair, coordinate full-time faculty searches.
- Recruit and hire adjunct instructors, in consultation with the Dean, Faculty Chair, and curricular field chairs.

- Working with the Faculty Chair and curricular field chairs, and in consultation with the Dean, manage the appointment of and provide necessary support for visiting faculty, including from the main campus in Washington, DC.
- Collaborate with other units to ensure the effective academic onboarding and orientation of new faculty.
- Communicate and advise faculty on university policy and monitor compliance.
- Work with the Dean and Faculty Chair to ensure that all faculty meet workload standards.
- Work with the Dean, Faculty Chair, and Provost Office to ensure the timely and efficient initiation and completion of reappointment and promotion processes.
- Work with the Faculty Merit Committee to ensure timely reporting of annual faculty merit scores.
- Work with the Dean, faculty, and main campus units to ensure that the quality and content of the Qatar campus curriculum meets Georgetown University standards.
- Work with the Faculty Chair, curricular field chairs, and individual faculty members, in coordination with the Office of Student Development, to develop course schedules (including summer) that meet both curricular needs and student interest.
- Oversee the creation and approval of the academic calendar with the campus registrar, taking into consideration holidays and academic events, such as exams, in coordination with relevant departments at GU-Q.
- In collaboration with other units, coordinate the use of campus space for instruction and ensure that classrooms are adequately equipped (seats, technology, etc.) and scheduled.
- Collaborate with the Office of Student Development and advising deans to ensure the effective delivery of academic advising and academic support services.
- Assist the Library in developing and maintaining a robust collection of appropriate collections that enhance and support students' academic success.
- Work in alignment with the Assistant Dean for Admissions & Strategic Enrollment Management to help advance GU-Q's enrollment and retention goals.
- Oversee academic record maintenance & distribution (e.g., transcripts, diplomas, enrollment certificates, degree verifications).
- Uphold the University's academic integrity and academic standards policies through oversight of the Honor Council and the Academic Standards Committee.
- Contribute to the curriculum by teaching when possible or necessary.
- Facilitate faculty requests for research leaves and, in collaboration with the Faculty Chair, make sabbatical recommendations to the Dean.
- Review research proposals and outcome reports annually and make funding recommendations to the Dean.
- Oversee the function of research compliance to ensure appropriate tracking, reporting, and dissemination of faculty and student research outcomes.

- Coordinate with GU-Q and main campus units to ensure the successful delivery of academic ceremonies each year, including New Student Convocation, the Dean's Reception for Honors Students, Tropaia, and Commencement.
- Develop and maintain relationships with GU-Q faculty, Qatar Foundation, Education City partner universities, Hamad bin Khalifa University, and main campus units to explore offering new undergraduate and graduate programs.
- Other similar duties as assigned.

QUALIFICATIONS

The Associate Dean will be a talented professional, trained at the master's level or above, with a track record of professional success and experience managing academic programs and faculty affairs. While no candidate will possess all of these characteristics, the ideal candidate will possess many of the following professional experiences and characteristics.

- Master's degree, Ph.D. preferably in the humanities or social sciences.
- 8+ years of relevant work experience; at least 5 years' experience managing a team(s) of professionals.
- Record of excellence in teaching, research, and service or significant experience as a senior academic administrator.
- Experience managing teams and working with university academic and administrative departments.
- Experience developing and implementing academic policies and procedures.
- Proven ability to interact and influence at the most senior levels of an organization and to work collaboratively across departments, levels, and functions toward shared objectives.
- Proven ability to exercise high levels of discretion and sound judgment.
- Excellent interpersonal and consensus-building skills and ability to work with diverse individuals across various cultural and institutional environments.
- Strong problem-solving and analytical skills.
- Outstanding communication skills, including editing and writing.

APPLICATIONS, INQUIRIES, AND NOMINATIONS

Georgetown University Qatar has engaged executive search firm Isaacson, Miller to assist in this search. Inquiries, nominations, referrals, and applications (including a CV and a cover letter) should be sent via [the Isaacson, Miller website for the search](#). Electronic submission of materials is strongly encouraged.

Sean Farrell, Partner
Haley Burrowes, Senior Associate
Clay Batley, Associate

Georgetown University is an Equal Opportunity/Affirmative Action Employer fully dedicated to achieving a diverse faculty and staff. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, national origin, age, sex (including pregnancy, gender identity and expression, and sexual orientation), disability status, protected veteran status, or any other characteristic protected by law.

APPENDIX

EDUCATION CITY AND OTHER PARTNERSHIPS

GU-Q is part of Education City, the Qatar Foundation's flagship project that hosts branch campuses of some of the world's leading educational institutes, a homegrown university, and other research, scholastic, and community centers. Education City, which spans more than 12 square kilometers, represents a unique model of academic and research excellence, pioneering a new approach to multidisciplinary, global education and enabling breakthroughs that benefit Qatar and the rest of the world.

GU-Q's engagement in Education City is both responsive to Qatari national priorities and an organic extension of the research and policy expertise of its faculty. Building on the dynamic environment of Education City, GU-Q actively creates and participates in teaching and learning exchanges with other Education City universities. Some of the collaborative programs are the Media and Politics program, Doha seminar courses, cross-registration activities, Education City Teaching and Learning steering committee, and several other multiversity activities.

PARTNERSHIPS WITH OTHER BRANCH CAMPUSES IN EDUCATION CITY

The intellectual community in Education City is vibrant and exciting, and GU-Q plays a key role in supporting that vitality in Education City, Qatar, and the region. Faculty cooperation exists in the form of joint conferences and standing research seminars that draw from all the campuses.

Other institutions currently offering programs in Education City are:

- Carnegie Mellon University: offers cutting-edge programs in biological sciences, business administration, computer science, and information systems;
- Northwestern University: offers undergraduate programs in journalism and communications;
- Texas A&M University: offers Bachelor of Science degrees in chemical engineering, electrical engineering, mechanical engineering, and petroleum engineering. It also offers two graduate degrees in chemical engineering: a Master of Science (M.S.) and a Master of Engineering (M.Eng.);
- Virginia Commonwealth University: offers a Bachelor of Fine Arts degree in fashion design, graphic design, interior design, and painting & printmaking, a Bachelor of Arts degree in art history, and a Master of Fine Arts degree in design;
- Weill Cornell Medical College: a six-year program in pre-medical and medical education leading to the MD degree granted by Cornell University upon completion of all graduation requirements; and
- Hamad Bin Khalifa University (HBKU): offers postgraduate programs in Islamic Studies, as well as programs in the fields of science, engineering, and technology;

- Hautes Etudes Commerciales Paris (HEC): offers an Executive MBA, a Specialized Master's in Strategic Business Unit Management, Executive Certificates, Executive Short Programs, and Custom Programs for companies and organizations.

GU-Q PROGRAMS OF THE SCHOOL OF FOREIGN SERVICE

The SFS, the heart of Georgetown's presence in Qatar, was founded in Washington, DC, in 1919 to educate students and prepare them for leadership roles in international affairs. SFS remains committed to intercultural understanding and service in the global arena, ideals held by its founder and first dean, the Rev. Edmund A. Walsh, S.J. Including the Doha campus, the School of Foreign Service is the largest school of its kind in the world, and its academic programs are consistently ranked among the world's leading international affairs schools, granting degrees at both undergraduate and graduate levels. The centers, programs, and institutes of SFS facilitate scholarship advancing core domains in the social sciences, humanities, and natural sciences as well as providing insights into the most pressing global issues.

GU-Q offers the liberal arts BSFS program, which includes a required core curriculum followed by multidisciplinary electives. Course requirements at GU-Q are identical to those of the BSFS program on the Main Campus. Programs are designed to teach students to think about, analyze and act in the world of the 21st century with imagination, good judgment, and compassion. The core liberal arts curriculum is grounded in Georgetown's Jesuit traditions of service and cross-cultural understanding and its mission of educating citizen leaders. Qatar campus students major in Culture and Politics, International Economics, International History or International Politics. GU-Q students also pursue some of the minors offered on the main campus and some unique to GU-Q. Available minors include Africana Studies, Arabic, Economics, Government, History, Indian Ocean World Studies, Philosophy, and Theology. Two other graduate programs, MA in American Studies and MA in International Politics and Security (IPOL) are currently under development and will provide students with opportunities to explore special areas of interest and expand professional networks. The course of study includes economics, history, philosophy, theology, political science, language, research skills, and writing and is designed to prepare graduates for positions of leadership in a variety of fields.

Another program that was launched during Fall 2021 at GU-Q is the Executive Master's Degree in Diplomacy and International Affairs (EMDIA) program in cooperation with the Diplomatic Institute (DI) of the Ministry of Foreign Affairs (MOFA) of the State of Qatar. [Programs of the McDonough School of Business \(MSB\) and the School of Continuing Studies \(SCS\)](#) GU-Q has added, and will continue to add, programs beyond the BSFS. Please click [here](#) for further information on these programs. MSB in partnership with the Qatar Leadership Centre (QLC) delivers the Executive Master's in Leadership program in Doha. The Executive Master's in Leadership, Qatar (EML-Q) is a cutting-edge graduate degree program uniquely customized to prepare and develop future Qatari professional leaders to address important local and global issues, challenges, and opportunities facing business and society. Participants are high-

achieving and dedicated professionals across diverse industries and sectors in business and in government in Doha.

FACULTY AND STAFF

GU-Q's diverse faculty are passionate educators and experts in their fields, dedicated to the highest level of research, teaching, and service. They are some of the most sought-after experts, academics, and researchers from around the world.

There is 47 full-time faculty and approximately 20 adjunct faculty at GU-Q. In addition to faculty members from the Main Campus who spend one to two years at the Qatar campus, faculty have also been recruited from around the world on renewable multi-year contracts. Their disciplines include anthropology, Arabic, economics, French, history, philosophy, politics and international relations, religious studies, and world literature.

Some faculty at GU-Q hold rank and long-term appointments that reflect QF contract structure. The "SFS-Q Faculty Framework" creates varying levels of contractual agreements. Faculty in Doha include the "Core Faculty," who are tenured DC faculty who are in Doha for long-term assignment or Doha-appointed faculty on renewable multi-year contracts who have the traditional expectation of teaching, research, and service. They are supplemented by DC-based faculty on short-term assignment in Doha each year, and faculty hired in Doha on exclusively short-term contracts given the year-to-year variations in faculty assignments or other short-term teaching or programmatic needs.

There are approximately 100 professional staff that provide support to the 11 academic and administrative units, including Academic Affairs, Academic Services, Center for International & Regional Studies, Communications, Executive and Professional Education, Facilities Management, Finance and Research Compliance, Human Resources, Information Technology, Library, and Student Development. Staff at GU-Q range from recent graduates to more experienced academic and administrative professionals and include both international and local hires.

STUDENTS

GU-Q has a strong commitment to maintaining the high standards of Georgetown University. The GU-Q curriculum is identical to that followed by SFS at the Washington, DC campus. A degree from GU-Q offers strong global recognition and guarantees a high-quality education. The liberal arts education at GU-Q offers students training in a wide range of subjects, along with the ability to specialize in key international affairs topics. The strength and diversity of the GU-Q education make graduates qualified and versatile. GU-Q's student successes are remarkable, and many of its 600+ alumni are strongly positioned for service. A significant number pursue graduate studies, while many work in the private sector, government, and

nongovernmental organizations, in such fields as education, international diplomacy, policy-making and analysis, media and communications, and finance.

Student life is overseen by the Office of Student Development, which reports to the dean and is dedicated to Georgetown's mission of *cura personalis*, or care for the whole person. GU-Q student clubs, organizations, and activities reflect a range of interests and passions, create opportunities for leadership and service, and prepare students for academic, personal, and professional success. Please click [here](#) for information on student publications.

Students at GU-Q are from Qatar, the region, and countries around the world. One of the greatest challenges for GU-Q is to locate the best possible student body with the skills to excel in the challenging Georgetown curriculum. To improve the fundamental reading and writing skills of students, the Office of Academic Services provides support in writing as well as in other areas of the curriculum. In order to build the Qatari applicant pool, there are active recruiting efforts by the admissions directors of all of the Education City branch campuses and representatives of the Qatar Foundation, visiting most high schools in Qatar. GU-Q also offers summer programs for middle school and for high school students, all designed to interest students in learning and in the college experience.

GU-Q receives over 1000+ applications from a wide variety of nationalities and a full range of national and international educational systems. In an effort to meet the goal of having a student body of over 400 students, GU-Q has gradually increased the number of students admitted each year. In order to ensure each cohort is representative of national and international students, GU-Q has increased its outreach to the local public and private schools through a variety of programs, including the Georgetown University Model United Nations, Planet Georgetown, and the Georgetown Pre-College Summer Program both nationally as well as internationally. These programs have been successful in increasing the numbers and quality of applicants, with a significant percentage of the applicant pool and of matriculated students having participated in at least one of these programs. Please click [here](#) for more information about GU-Q admissions.

RESEARCH

GU-Q Core Faculty are expected to maintain active research agendas and achieve research profiles similar to their Main Campus peers. Faculty research is supported by a range of programs, including faculty research grants; funds to support attendance at professional conferences and seminars; and a faculty-run program of intellectual enrichment, including outside speakers, seminars, workshops, etc. In 2006, GU-Q established the Center for International and Regional Studies (CIRS). By engaging GU-Q's faculty and an international network of scholars, the Center promotes scholarly research, including bringing knowledge to a wider audience through publications and public affairs programming; it supports research projects by GU-Q faculty, spearheads research initiatives, and sponsors a publication series. Please click [here](#) for the CIRS website. In addition, Qatar National Research Fund (QNRF) provides access to substantial research

funds through a competitive grants program. To date, GU-Q faculty have won grants worth more than \$10.7 million. Please click [here](#) to explore many of the academic and scholarly initiatives engaged in by GU-Q faculty.

LIBRARY

The GU-Q Library is dedicated to fulfilling the mission of Georgetown University in Qatar. The library's range of resources continues to increase, providing access to digitized archival and primary source document collections that support the GU-Q curriculum. GU-Q library develops targeted collections for area-specific research, offering access to the best available resources. Partner universities in Education City and the Qatar National Library share library collections in order to enhance the resources available to their students and faculty. Please click [here](#) for more information about the GU-Q library.

FACILITIES

Since 2010, GU-Q has been housed in an exceptionally spacious building constructed by the Qatar Foundation for its programs. With 360,000 square feet, the building features a three-story atrium, a 350-seat auditorium, a library, conference rooms, and 21 classrooms and lecture halls equipped with state-of-the-art teaching technology.

GOVERNANCE

In 2008-9, the GU-Q faculty and leadership established an organization and system of shared governance, expressed in the Faculty Statute. It provides for a faculty chair (as in the SFS on the Main Campus). This enables the faculty to play an effective shared governance role, in cooperation with the dean and the assistant dean for academic affairs, in guiding academic aspects of the program. Faculty also play key roles in the development and oversight of the curriculum through service on faculty curricular groups established for each of the four majors, three minors, and three certificates. An Honor Council is responsible for promoting academic integrity among students and faculty. The governance of GU-Q is the responsibility of the board of Georgetown University. In addition, a nine-member Joint Advisory Board (JAB) is appointed jointly by the university and QF; it meets at least twice each year to provide advice regarding the management and operation of GU-Q to the two parent boards.

THE GU-Q COMMUNITY

GU-Q works to build community among students, the campus as a whole and in Qatar. A broad array of programs, activities, and organizations are available to students, faculty, staff, and the broader public. This results in a strong sense of community among the 150 faculty and staff, who come from 37 countries. A wide range of support, both online and in-person, is provided by GU-Q and from the main campus in Washington, DC. Among the many collaborations between the Main Campus and GU-Q include study

abroad, arranging visits to Washington, DC, supporting grant preparation, coordinating high-profile events, and recruitment and selection of faculty and staff for GU-Q. Please click [here](#) for more information on GU-Q events and community engagement.